

**DEPARTMENT OF TRANSPORTATION ORGANIZATION MANUAL,
SAINT LAWRENCE SEAWAY DEVELOPMENT CORPORATION**

1. PURPOSE. This Order replaces the Department of Transportation Organization Manual for the Saint Lawrence Seaway Development Corporation, dated 10-01-2004 to reflect new organizational realignments.
2. CANCELLATION. DOT 1100.67B, Department of Transportation Organization Manual, Saint Lawrence Seaway Development Corporation, dated 10-01-2004.
3. EXPLANATION OF CHANGES.
 - a. The Office of Budget, Strategic Planning, and Information Technology has been renamed the Office of Budget and Economic Development to reflect its missions and functions.
 - b. The Office of the Deputy Associate Administrator has been abolished with the duties assigned to the Associate Administrator to simplify Massena operations.
 - c. The Office of Trade Development, Congressional and Public Affairs has been renamed the Office of Congressional and Public Relations to reflect its missions and functions.
 - d. The Office of Financial Management no longer houses the human resources function. A new Office of Human Resources was established to emphasize the priority placed on the function and integrate human capital management into Corporation decisions.
 - e. The Office of Engineering and the Office of Maintenance have been combined to better coordinate functions.
4. REVISIONS. Proposed revisions to this Order will be submitted by the Administrator of the Saint Lawrence Seaway Development Corporation, in accordance with the instructions contained in DOT 1320.16C, of 07-25-2015.

DEPARTMENT OF TRANSPORTATION ORGANIZATIONAL MANUAL

SAINT LAWRENCE SEAWAY DEVELOPMENT CORPORATION

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SAINT LAWRENCE SEAWAY DEVELOPMENT CORPORATION

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PART A – DEPARTMENTAL OVERVIEW

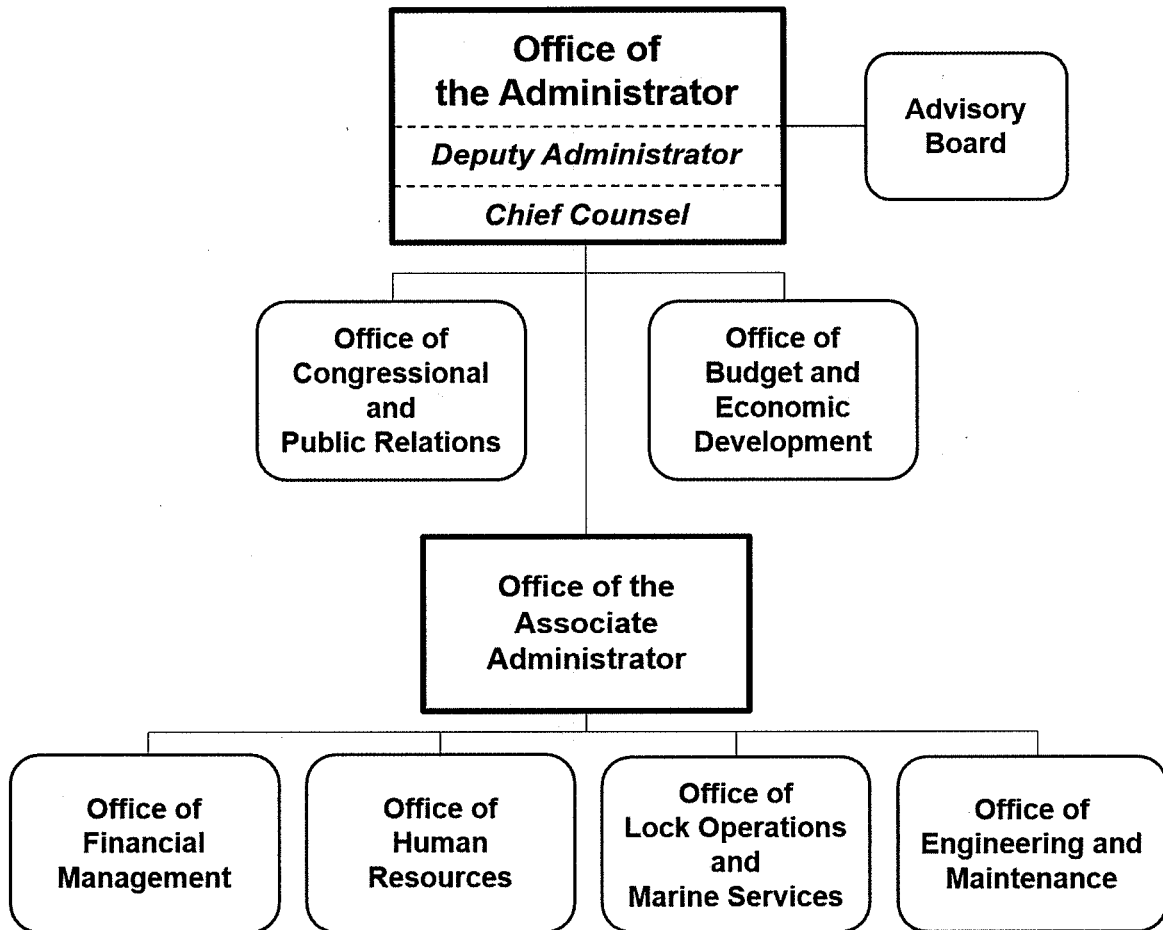
1. General Description. The Saint Lawrence Seaway Development Corporation (SLSDC or Corporation) is a wholly-owned Government corporation created by Congress in 1954 to construct, operate, maintain, and develop the St. Lawrence Seaway. The Corporation is responsible for navigation on the St. Lawrence River from Massena, New York to Cape Vincent, New York, a distance of approximately 90 miles. The St. Lawrence Seaway System is an international waterway extending from the Atlantic Ocean as far inland as Duluth, Minnesota, a distance of 2,342 miles. SLSDC's enabling legislation provides the Corporation with unique responsibilities by:
 - a. authorizing and directing the Corporation to operate and maintain the System in cooperation with its Canadian Counterpart, the St. Lawrence Seaway Management Corporation (SLSMC); and
 - b. authorizing the Corporation to negotiate tolls and division of revenues with a designated Canadian agency, which is an international responsibility. The State Department enters into negotiations only if an acceptable agreement cannot be reached.
2. Origin. The SLSDC was created by Public Law 358, 83rd Congress, approved May 13, 1954, as amended (68 Stat. 92), Public Law 670, 89th Congress, approved October 15, 1966 (80 Stat. 931), Public Law 92-340 (86 Stat.), and Public law 99- 662, 99th Congress approved November 17, 1986 and Public Law 112-166, 112th Congress, approved August 10, 2012. The SLSDC is a wholly Government-owned corporation and is responsible for the development, operation, and maintenance of that part of the Seaway within the territorial limits of the United States. The Corporation is one of the Operating Administrations in the U.S. Department of Transportation. As of April 1, 1987, SLSDC funding is provided as an appropriation from the Harbor Maintenance Trust Fund.

PART B – DELEGATION OF POWERS AND DUTIES

1. Delegations to the SLSDC Administrator. The authority delegated from the Secretary of Transportation to the Administrator of the SLSDC is codified at 49 C.F.R. 1.101.

PART C – MISSION AND FUNCTION STATEMENT

1. Mission. The SLSDC operates and maintains the U.S. infrastructure and waters of the St. Lawrence Seaway, while performing trade development activities focused on economic development for the Great Lakes St. Lawrence Seaway System. Its mission is to serve the marine transportation industries by providing a safe, secure, reliable, efficient, and competitive deep draft international waterway, in cooperation with the Canadian St. Lawrence Seaway Management Corporation.
2. Functions. Provides executive direction of the following:
 - Administrator
 - Deputy Administrator
 - Chief Counsel
 - Advisory Board
 - Office of Budget and Economic Development
 - Office of Congressional and Public Relations
 - Associate Administrator
 - Office of Financial Management
 - Office of Lock Operations and Marine Services
 - Office of Engineering and Maintenance
 - Office of Human Resources

PART D – OVERALL ORGANIZATION**Saint Lawrence Seaway Development Corporation
Organization Chart***Figure D-1*

Office of the Administrator

1. Mission. The SLSDC Administrator, as a Presidential appointee, exercises the powers and authorities of this office as delegated under the provisions of Public Law 358, 83rd Congress (68 Stat. 92) approved May 13, 1954, as amended, Public Law 670, 89th Congress (80 Stat. 931) approved October 15, 1966, Public Law 99-662, 99th Congress, approved November 17, 1986, and Public Law 112-166, 112th Congress, approved August 10, 2012.
2. Functions.
 - a. Provides executive direction and management for the Corporation and coordinates the Corporation's activities with other governmental bodies at the Federal, State, and local levels, as well as with users, shipping organizations, and other interested persons.
 - b. Provides direction, along with Canadian counterparts, for operation of the Seaway International Bridge Corporation.
 - c. Oversees development and review of strategic plans specific to the Corporation mission and supportive of the Department's strategic plans.
 - d. Directs and guides the Corporation's Human Capital Planning, Diversity, Labor Relations, Anti-Harassment, and Equal Employment Opportunity programs.

Advisory Board

1. Mission. The Advisory board consists of five board members appointed by the President, by and with the advice and consent of the Senate. The Board meets at the call of the Administrator not less often than once each 90 days and advises the Administrator on Seaway matters.
2. Functions.
 - a. Reviews the general Corporation policies in connection with:
 - (1) Establishment of rules of measurement for vessels and cargo, and rate of charges or tolls; and
 - (2) Changes in design and major construction of facilities.
 - b. Advises the Administrator on policy matters following review.

Deputy Administrator

1. Mission. Serves as second in command and advisor to the Administrator on domestic and international trade issues. Oversees all operations in the Washington Offices regarding policy, trade development, budget preparation and justification, congressional and public affairs.
2. Functions.
 - a. Proposes policy positions on trade development, strategic planning, and budget issues as directed by the Administrator.
 - b. Performs liaison with counterpart representatives of the Canadian St. Lawrence Seaway Management Corporation, and Great Lakes maritime officials including industry, state, and provincial governments.
 - c. Encourages development of traffic through the navigation system so as to contribute significantly to the comprehensive economic and environmental development of the Great Lakes/Seaway region.

Chief Counsel

1. Mission. The Chief Counsel provides legal advice as may be required to the Administrator and Deputy Administrator and performs all legal services required by the Corporation.
2. Functions.
 - a. Serves as legal advisor to the Administrator and staff.
 - b. Performs liaison for legal affairs with the Office of the Secretary, Canadian authorities, other government, state, and local authorities.
 - c. Prepares litigation for the Corporation.

Office of Budget and Economic Development

1. Mission. The Director of Budget and Economic Development is responsible for formulation of Corporation strategic goals and objectives aligned with those of the Department, and integration of those goals and objectives with Corporation budget requests. The Director also serves as the Corporation's Chief Information Officer.
2. Functions.
 - a. Prepares Corporation budget requests and justifications, and aligns budget items with the Corporation strategic goals and objectives.
 - b. Develops and maintains Corporation information systems.
 - c. Evaluates and maintains statistical information on Seaway shipping such as type of commodities shipped, port usage, peak shipping periods for commodities, and vessel characteristics.
 - d. Liaison with Congressional committees, other governmental offices, and Canadian counterparts in support of appropriation requests.
 - e. Proposes and implements programs and strategies aimed at developing new import and export markets both here and abroad which have potential to increase Seaway trade and traffic and establishes contacts with users or prospective users to determine user needs.
 - f. Implements seminars, programs, trade fairs, etc., designed to increase import and export trade within the Great Lakes St. Lawrence Seaway navigation system.

Office of Congressional and Public Relations

1. Mission. The Director of Congressional, and Public Relations is responsible for directing the overall public affairs program of the Corporation, and for ensuring effective liaison with congressional committees, state and intergovernmental affairs, Great Lakes Ports, shipping companies, and special interest groups dealing with issues affecting the St. Lawrence Seaway-Great Lakes navigation system.
2. Functions.
 - a. Develops communication strategies, programs, and materials to enhance understanding of the Corporation and the Seaway among national and international audiences.
 - b. Advises the Administrator on ways to effectively communicate through the news media and key publics. Arranges press interviews and news conferences for the Administrator and staff.
 - c. Establishes working contacts to obtain support for legislation and programs that benefit the St. Lawrence Seaway System.
 - d. Advises Administrator of developments on proposed legislation affecting the Seaway System and on policy matters relating to intergovernmental affairs.

Office of the Associate Administrator

1. Mission. The Associate Administrator is responsible for developing policy on all matters concerned with the operation of the United States' portion of the St. Lawrence Seaway. As the chief executive for Seaway operations in Massena, New York, advises the Administrator in the development of policy concerning the Corporation's mission in an effective and efficient manner. Supervises a subordinate staff and directs offices engaged in fulfilling the Corporation's mission.
2. Functions.
 - a. Provides executive direction and management of the Corporation's human resources, accounting, operations, and facilities programs, and performs strategic planning and policy development for these areas.
 - b. Represents the Administrator in dealing with counterparts in the Canadian St. Lawrence Seaway Management Corporation, other administrations in the U.S. Department of Transportation, as well as other officials at all levels of government, industries, and foreign governments.
 - c. Provides liaison with U.S. Coast Guard, Canadian counterparts, and Corporation customers, such as agents, pilotage, port representatives, and maritime organizations.
 - d. Directs the Massena staff offices as well as the safety, information technology, and security functions.

Office of Financial Management

1. Mission. The Chief Financial Officer advises the Administrator and staff on all matters relating to the Corporation's financial requirements, and plans, directs, and administers financial management activities and budget formulation, presentations, and execution. Responsibilities also include advising management and staff on all matters relating to administrative management requirements, and for directing accounting, supply contracting and procurement, and general administrative activities.
2. Functions.
 - a. Directs the financial management of the Corporation as well as advises and counsels in matters relating to the financial objectives, policies, programs, and operations.
 - b. Directs the budgeting of funds and establishes fund expenditure controls; prepares congressional justification material, and supervises budget execution of the Corporation and accounting operations.
 - c. Coordinates external audits from the Office of the Secretary, the Government Accountability Office, and the Inspector General. Administers audits of the internal operations and contracts of the Corporation.
 - d. Responsible for maintaining Corporation directives, policy statements, and document controls.

Office of Lock Operations and Marine Services


1. Mission. The Director of Lock Operations and Marine Services is responsible for the safe and effective transit of vessels through the U.S. portion of the Seaway navigation system, for coordination of the joint U.S./Canadian vessel inspection program, and for operation and maintenance of the Corporation's floating plant.
2. Functions.
 - a. Directs the operation of the U.S. locks and vessel traffic control. Develops or approves lockage procedures and necessary regulations, policies, and procedures for traffic direction, speed control, safety, and other aspects of water operation to ensure the safe and efficient movement of traffic.
 - b. Provides technical expertise and guidance on marine matters pertinent to the safety of navigation on the St. Lawrence Seaway. Investigates or reviews investigations of marine casualties within the Seaway, making recommendations relative to both liability and future prevention.
 - c. Directs the program of vessel inspections performed on behalf of the U.S. Coast Guard, ensuring vessels comply with Coast Guard Regulations, and inspections are performed with the least delays to shipping.
 - d. Provides periodic review and updates of the Seaway's Emergency Response Plan. Plans and arranges for execution of an annual emergency response exercise.
 - e. Directs and controls the Corporation's marine services including operation of tugs, the gatelifter, and other marine equipment. Directs commissioning, decommissioning and maintenance of aids to navigation. Approves notices to mariners to furnish information on navigation aid changes in the U.S. portion of the Seaway. Directs waterway surveys, sweeps, and dredging operations needed to maintain a safe and navigable waterway.
 - f. Serves as a member of the Ballast Water Working Group. Represents the SLSDC's position to develop, enhance, and coordinate binational compliance and enforcement efforts to reduce the introduction of aquatic invasive species via ballast water and residuals.

Office of Engineering and Maintenance

1. Mission. The Director of Engineering and Maintenance is responsible for the maintenance of all locks, canals, and facilities under the jurisdiction of the SLSDC. The Director is also responsible for technical direction of Corporation engineering studies, design and construction, long-range planning, and engineering research and development activities for all St. Lawrence Seaway assets and facilities.
2. Functions.
 - a. Directs a comprehensive engineering program aimed at maximizing the capacity of existing Seaway facilities and improving the efficiency and safety of the system. Assures maximum effectiveness of all St. Lawrence Seaway facilities under the jurisdiction of the Corporation.
 - b. Represents the Corporation as a member of the Operations Advisory Group of the International Lake Ontario-St. Lawrence River Board with regard to water management of the St. Lawrence River. Also serves as liaison with International Lake Ontario-St. Lawrence River Board and the International Joint Commission.
 - c. Supervises preparation, monitoring, and update of Corporation's Asset Renewal Program and annual five-year capital and maintenance plans which includes project descriptions, benefit/cost analyses, priority assignments and proposed schedules for capital outlay and equipment programs.
 - d. Plans and manages all cyclical maintenance, major overhaul and repair, emergency repairs, and construction work associated with locks, buildings, utilities, equipment, and other land-based facilities.
 - e. Develops and/or approves preventive maintenance programs for critical lock equipment.
 - f. Determines long-term (five-year) resource requirements (both workforce and capital) for improvements to and maintenance of facilities, locks, and other equipment.

Office of Human Resources

1. Mission. The Director of Human Resources is responsible for developing and implementing human resources policies, programs, and services that contribute to the attainment of Corporation and employee goals.
2. Functions.
 - a. Coordinates external audits from the Departmental Office of Human Resources and Office of Personnel Management related to personnel and workforce management matters.
 - b. Develops human resources policies in coordination with DOT and applicable Federal entities.
 - c. Directs all human resources management activities including recruitment and placement, position management, pay, and employee benefits.



Craig H. Middlebrook
Deputy Administrator