

**Subject: U.S. Merchant Marine Academy Advisory Board Charter**

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1. **PURPOSE.** This Order establishes operating guidelines for the U.S. Merchant Marine Academy (USMMA or Academy) Advisory Board.
2. **OFFICIAL DESIGNATION.** U.S. Merchant Marine Academy Advisory Board.
3. **POLICY.** It is the policy of the U.S. Department of Transportation (DOT) and the Maritime Administration that the USMMA Advisory Board regularly examine the course of instruction and management of the Academy, and advise the Maritime Administrator and the Superintendent of the Academy.
4. **CANCELLATION.** This Order cancels the previously-issued DOT 1120.45.
5. **AUTHORITY.** This charter establishes the USMMA Advisory Board under 46 U.S.C. § 51313 and authorizes the Board to visit the Academy at least once during each academic year for the purpose of examining the course of instruction and management of the Academy and advising the Maritime Administrator and the Superintendent of the Academy.
6. **MEMBERSHIP.** Pursuant to 46 U.S.C. § 51313, the USMMA Advisory Board is required to be composed of not more than seven (7) individuals appointed by the Secretary of Transportation. Individuals must be distinguished in education and other fields related to the Academy. The composition of the Board shall reflect expertise in the maritime-focused higher education, innovations and trends in the maritime industry, and leadership development. Members of the Board shall be appointed for not more than three (3) years and may be reappointed. The members shall serve in staggered terms; therefore, the terms of some initial members may be less than three (3) years. The Board must always include one member who has graduated from the Academy within the past 6-10 years.
7. **PURPOSE.** The USMMA Advisory Board's primary purpose is to evaluate the course of instruction and management of the Academy to further the accomplishment of its mission, execute its strategic plan, and help advance the Midshipman's professional knowledge, and skills. Such efforts shall fall under the overarching DOT strategic goals of safety, infrastructure, innovation, and accountability in the context of a Federal Merchant Marine Academy. The Board will advise the Maritime Administrator and the Superintendent of the Academy on innovation in the maritime industry, emerging trends in shipping and maritime operations, curricular and pedagogic innovations, enhancement of safety at sea and pollution prevention, and all aspects of Midshipman welfare and whole-person development.

**8. RELATIONSHIPS AND DUTIES.**

- a. The Secretary of Transportation shall designate one member of the USMMA Advisory Board as the Chair. The Chair will call, lead, and adjourn meetings of the Board, and serve as its spokesperson.
- b. The USMMA Advisory Board will meet at least twice per academic year. At least one such meeting shall be held at the Academy so that the Board may meet with students, faculty, and staff; tour the campus facilities, and engage the institutional leadership.
- c. The USMMA Advisory Board shall prepare a written report of no more than ten (10) pages summarizing its findings and present it to the Maritime Administration at an in-person meeting with the Secretary of Transportation that includes a discussion of the Board's findings. This report shall be prepared and presented once per year in June, prior to the beginning of each academic year.

**9. EFFECTIVE DATE.** This order is effective immediately.

**10. EXPENSES.** Travel expenses, including per diem in lieu of subsistence, for USMMA Advisory Board members serving away from their home or regular place of business are permitted in accordance with 46 U.S.C. 51313.

**11. SUPPORT.** The Secretary of Transportation and Maritime Administration shall ensure that sufficient staff support is provided for the USMMA Advisory Board.

**12. AMENDMENT.** The Chair or any member of the USMMA Advisory Board may originate recommendations for amendments to the charter. Recommended amendments to the charter must be approved by a majority vote of the members of the Board prior to forwarding any changes to the Secretary of Transportation. Only the Secretary of Transportation has the authority to amend the charter after recommendations are forwarded by the Board.

**13. TERMINATION.** The Chair or any member of the USMMA Advisory Board may recommend termination of the charter. A recommendation for terminating the charter must be approved by a two-thirds vote of the members of the Board prior to forwarding the recommendation to the Secretary of Transportation. Only the Secretary of Transportation has the authority to terminate the charter.



Elaine L. Chao  
Secretary of Transportation