

DOT, AMHS, and AMHOB RACI Matrix

Reference	Short Requirement Description	Due Date	Frequencies	AMHOB			DOT / AMHS		Exec	Legislature		Public	
				AMHOB Chair	AMHOB Designee(s)	AMHOB	DOT Designee(s) (Deputy Commissioner/Marine Director)	AMHS Organization	OMB/Gov's Office	Presiding Officers	Transportation Chairs	Legislature as a Whole	The Public
1	Comprehensive Long-Range Plan (System Vision)	TBD: Align delivery of AMHS LRP with other Long Range Planning Efforts. Lead the Short Term Plan by at least a month	At least every 5 years	C		C	R	C	A	I	I	I	C
2	19.65.011 Comprehensive Long-Range Plan (Priorities and Goals)	TBD: Align delivery of AMHS LRP with other Long Range Planning Efforts. Lead the Short Term Plan by at least a month	At least every 5 years	C		C	R	C	A	I	I	I	I
3	19.65.011 Comprehensive Long-Range Plan (Strategic Maintenance and Vessel Replacement Plan)	TBD: Align delivery of AMHS LRP with other Long Range Planning Efforts. Lead the Short Term Plan by at least a month	At least every 5 years	C		C	A	R		I	I	I	I
4	19.65.011 Comprehensive Long-Range Plan (Performance Measures; output, efficiency, and effectiveness)	TBD: Align delivery of AMHS LRP with other Long Range Planning Efforts. Lead the Short Term Plan by at least a month	At least every 5 years	C		C	R/A	R/A		I	I	I	I
5	19.65.011 Annual Short-Term Plan (Execution Plan aligned with long-term plan priorities/goals; Scope, Schedule, Budget)	TBD: Follow the AMHS LRP by at least a month so as to provide time for input and alignment with AMHS LRP	Annually	C		C	A	R		I	I	I	I
6	19.65.011 Annual Short-Term Plan (Operating Budget Recommendations)	TBD: Follow the AMHS LRP by at least a month so as to provide time for input and alignment with AMHS LRP	Annually	C		C	R	C	A	I	I	I	I
7	19.65.011 Annual Short-Term Plan (Capital Budget Recommendations)	TBD: Follow the AMHS LRP by at least a month so as to provide time for input and alignment with AMHS LRP	Annually	C		C	R	C	A	I	I	I	I
8	19.65.011 Annual Short-Term Plan (Description of AMHOB Skill and Competency Gaps)	TBD: Follow the AMHS LRP by at least a month so as to provide time for input and alignment with AMHS LRP	Annually	R		C	A	I		I	I	I	I
9	AMHOB Meeting Agenda	1 week before meeting	As needed	A	R	C	C	I	I		I	I	I
10	19.65.180(d) Provision of Meeting Information & Documents	1 week before meeting	Preceding every AMHOB meeting	C		I	R/A	C			I	I	I
11	Post-AMHOB Meeting Dept Follow Up	Within 1 week after meeting	Following every AMHOB meeting	I	I	I	R/A	C			I	I	I
12	19.65.180(e-h) Annual Summary of Board Activities	January	Annually	A	R	C	I	I	I	I	I	I	I
13	19.65.180(e) AMHS Schedule Development	Summer: June Winter: November	Semi-annually	C		C	A	R		I	I	I	C
14	19.65.180(e) AMHS Leadership Staffing Decisions		As needed	C		C	R	I	A	I	I	I	
15	19.65.180(e) AMHS Supplemental Service		As needed	I		I	R/A	C		I	I	I	C
16	19.65.180(f) Corrective Action Report		As needed	A	R	C	I	I	I	I	I	I	I
17	19.65.180(h) STIP Recommendations	Annually / at DOT request	Annually	R	A	C	I	I					I
18	19.05.030(8) STIP Recommendation Responses	TBD	Annually	I		I	R/A	C	I	I	I	I	I
19	19.05.030(9) Performance Goal Status Reports	TBD	Annually	I		I	R/A	C		I	I	I	I

R = Responsible A = Accountable C = Consulted I = Informed

(Final adopted by AMHOB motion August 22, 2023)