

Federal Emergency Management Agency, DHS

§ 2.19

§ 2.17 Office of Human Resources Management.

(a) *Mission.* The Office of Human Resources Management provides and maintains a workforce capable of carrying out FEMA's mission.

(b) *Functions.* The principal functions of the Office of Human Resources Management are:

- (1) Administration of FEMA's classification and position management programs;
 - (2) Recruitment and placement of employees;
 - (3) Administration of compensation and leave programs;
 - (4) Management of FEMA's disaster personnel program;
 - (5) Administration of workforce and workplace programs;
 - (6) Management of FEMA's labor relations, employee relations, and employee benefit programs;
 - (7) Administration of performance management and incentive awards programs;
 - (8) Establishment and maintenance of personnel records; and
 - (9) Coordination of affirmative employment programs with the Office of Equal Rights and support of FEMA's Offices, Administrations, and Directorates in meeting their affirmative actions goals.
- (c) *Delegated authorities.* The Director of the Office of Human Resources Management is authorized to exercise the duties and powers of the Director in the Director's capacity as agency head in support of the functions listed in paragraph (b) of this section.

§ 2.18 Office of Equal Rights.

(a) *Mission.* The Office of Equal Rights assists management in fulfilling its responsibilities to ensure Equal Rights for all employees and applicants for employment, and to guarantee protection for the civil rights of every American receiving assistance from FEMA.

(b) *Functions.* The principal functions of the Office of Equal Rights are:

- (1) Development, in coordination with Agency management, of multi-year Affirmative Employment Plans and annual updates covering women, minority group members, and persons with disabilities;

- (2) Training regarding Equal Rights and Civil Rights and Responsibilities;

- (3) Investigation and non-adjudicatory resolution of complaints of discrimination and referral of unresolved complaints to the Equal Employment Opportunity Commission or the Department of Justice; and

- (4) Ensuring compliance with Civil Rights guidance in FEMA's programs and operations.

(c) *Delegated authorities.* The Director of the Office of Equal Rights is authorized to exercise the duties and powers of the Director as set forth in:

- (1) E.O. 12336, as amended;
- (2) E.O. 12250;
- (3) E.O. 12067, as amended;
- (4) E.O. 11478, as amended;
- (5) E.O. 11141; and
- (6) E.O. 11063, as amended.

§ 2.19 Office of Financial Management.

(a) *Mission.* The Office of Financial Management promotes sound financial management and accountability throughout the Agency by providing financial guidance, information, and services to FEMA management, its employees, and the Agency's customers.

(b) *Functions.* This office reports directly to the Director of FEMA regarding financial management matters and is headed by the Chief Financial Officer. The principal functions of the Office of Financial Management are:

- (1) Oversight of all financial management activities relating to the programs and operations of the Agency, including fund manager for all Agency funds;
- (2) Development, operation, and maintenance of an integrated Agency accounting and financial management system, including internal and external financial reporting;
- (3) Oversight of the Agency's internal control guidance and review program;
- (4) Direction, management, and provision of policy guidance and oversight of Agency financial management personnel, activities, and operations;
- (5) Preparation of the annual report described in 31 U.S.C. 902(a)(6) to the Director of FEMA and to the Office of Management and Budget;
- (6) Oversight of and responsibility for the formulation and execution of the