

Federal Emergency Management Agency

§ 2.7

policies and operations. These are valid delegations. Without in any way limiting the number of those delegations, and without describing all of them in this listing which is not complete, they include those:

(a) Delegations concerning Federal personnel matters such as those concerning appointing authority, compensation, and so on. These are considered internal personnel rules and are not published in this chapter but are published in a FEMA Instruction.

(b) Delegation to the General Counsel as Ethics Counselor under 5 CFR part 2638.

(c) Delegations under parts 5 and 6 of this subchapter relating to the Freedom of Information Act and Privacy Act.

(d) Delegations to several officials relating to authentication of records under 44 CFR 5.82.

(e) Delegations to the General Counsel and Chief Financial Officer with respect to claims under part 11 of this subchapter.

(f) Delegations to classify information originally as Secret or Confidential.

(g) Delegations to make certifications and findings under the Regulatory Flexibility Act, 5 U.S.C. 601-612; the National Environmental Policy Act, 42 U.S.C. 4321-4335; the Paperwork Reduction Act, 44 U.S.C. 3501-3520; E.O. 12612 of October 26, 1987, 3 CFR, 1987 Comp., p. 252; E.O. 12778 of October 23, 1991, 3 CFR, 1991 Comp., p. 359; E.O. 12866 of September 30, 1993, 3 CFR, 1993 Comp., p. 638; and any other certifications or findings required by existing or future laws, executive orders, or other authorities;

(h) Delegations concerning environmental matters under part 10 of this subchapter; and

(i) Delegations concerning floodplain management and wetlands protection matters under part 9 of this subchapter.

§ 2.6 Redelegation of authority.

(a) It is FEMA's policy that the authorities delegated by this chapter should, whenever appropriate, be re-delegated to the manager or official who has immediate responsibility for the action. Authority delegated by this

chapter, unless otherwise specifically provided, may be redelegated in whole or in part provided any such redelegation is in writing and approved by the officer to whom the authority is initially delegated. This restriction does not apply to a temporary redelegation of authority to a principal deputy or first assistant to be exercised during the absence of the delegating official.

(b) The authority to issue regulations having general applicability and future effect designed to implement, interpret or prescribe law or policy, and which are to be published in the FEDERAL REGISTER, may be delegated or redelegated only to positions for which it is required that the incumbent be confirmed by the United States Senate. This does not prohibit an acting official from issuing regulations. This paragraph does not apply to rules issued under parts 64, 65, 67, or 70 of this title.

§ 2.7 General delegations.

(a) This section sets forth general delegations to the officers or employees named in paragraph (b) of this section.

(b) The officers authorized to exercise authorities in paragraph (c) of this section are:

- (1) Deputy Director;
- (2) Chief of Staff;
- (3) Inspector General;
- (4) General Counsel;
- (5) Director of the Office of Congressional and Governmental Affairs;
- (6) Director of the Office of Emergency Information and Public Affairs;
- (7) Director of the Office of Policy and Assessment;
- (8) Director of the Office of Human Resources Management;
- (9) Director of the Office of Equal Rights;
- (10) Chief Financial Officer;
- (11) Director of the Office of Regional Operations;
- (12) Regional Directors;
- (13) Federal Insurance Administrator;
- (14) United States Fire Administrator;
- (15) Associate Director for Mitigation;
- (16) Associate Director for Preparedness, Training, and Exercises;

§ 2.8

(17) Associate Director for Response and Recovery; and

(18) Associate Director for Operations Support.

(c) Each officer named in paragraph (b) of this section is authorized to:

(1) Approve official travel as temporary duty travel on official business and allowable expenses incidental thereto for employees of their respective organizational units, in accordance with the Federal Travel Regulations; except that travel to and from points outside of the United States is subject to prior notification to the Director and foreign travel (i.e., travel outside the United States and its insular areas) is subject to prior approval of the Director. However, no officer or employee may approve his or her own travel. Travel of officers named in paragraph (b) of this section is approved by the Deputy Director or the Chief of Staff, except that travel of a Regional Director may be approved by the Deputy Regional Director for that Region.

(2) Approve travel advances of funds through disbursing officers or imprest fund cashiers for employees of the respective organizational units who are entitled to per diem or mileage allowance or subsistence expenses in accordance with the Federal Travel Regulations.

(3) Approve travel vouchers for employees of their respective organizational units.

(4) Approve travel by employees of their respective organizations at the invitation and expense of parties outside of the Federal Government, with the concurrence of the Designated Agency Ethics Officer (DAEO) or a Deputy DAEO;

(5) Approve funding requisitions;

(6) As appropriate, issue final agency decisions on individual or class complaints of discrimination because of race, color, national origin, religion, sex, disability, age, or economic status.

(7) Promulgate internal guidance to cover areas of assigned responsibilities.

(8) Approve training costing less than \$2500 (all expenses) or training of less than 80 hours in duration, whichever is more restrictive, except that this authority does not include authority to approve training involving the use of

44 CFR Ch. I (10-1-00 Edition)

facilities of foreign governments or international organizations, which must be approved by the Director; or the authority to approve acceptance by employees of contributions or awards from non-Government organizations, whether in cash or in kind, which must be approved by the Director.

(9) Adjust working hours for individual employees when there is special justification therefor that it is in the interest of FEMA or to accommodate individual needs of employees for legitimate reasons where the work of the agency will not be impeded.

(10) Approve incentive awards to subordinates, Public Service Awards, cash awards of \$1,500 or less for individuals and quality within-grade salary increases.

(11) Enter into and administer funded and unfunded memoranda of understanding with respect to assigned duties.

(12) Classify documents derivatively, based on the original classification by other Federal agencies or the Director.

§ 2.8 Designation of subordinates to act.

Each officer named in § 2.7(b) shall:

(a) Submit to the Director, for approval, a list of three or more subordinates to act for such officer during his or her absence; and

(b) Ensure that each Division Director, Branch Chief, or head of any other organizational unit under that officer's authority designate one or more subordinate employees to serve as acting head of the unit during the absence of the head of a unit or during a vacancy in the position.

FEMA OFFICES

§ 2.11 Office of the Director.

The Deputy Director is the first assistant to the Director under the Vacancies Act, 5 U.S.C. 3341 *et seq.*, and acts in place of the Director if the Director is not available because of illness or incapacity. The Deputy Director is the Chief Operating Officer of the Agency, with the duties and powers set forth in Presidential Memorandum of October 1, 1993, "Implementing Reform in the Executive Branch." The Deputy Director is authorized to exercise the