



FEDERAL EMERGENCY MANAGEMENT AGENCY

| | Date | Number | |
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| INSTRUCTION | December 12, 2000 | RVI-1030.2 | OS |

DELEGATIONS OF AUTHORITY

1. Purpose. This instruction provides for the:
 - a. Redlegation of certain authorities and responsibilities of the Regional Director.
 - b. Designation of individuals to perform functions for the Regional Director in those instances when functions cannot be redelegated.
2. Applicability and Scope.
 - a. The provisions of this instruction are applicable to all Region VI Federal Emergency Management Agency (FEMA) employees.
 - b. The Regional Director retains authorities not expressly redelegated in this instruction.
 - c. Authorities redelegated in this instruction may not be further redelegated unless specifically specified.
 - d. Delegations, designations, and assignments reflected in this instruction remain in effect until specifically revoked.
3. Supersession. This instruction supersedes all previous issues of FEMA Region VI Delegations of Authority Instruction Number RVI 1030.2, and associated attachments.
4. Authorities. Authorities are as shown in Title 44 of the Code of Federal Regulations.
5. Definitions.
 - a. A Delegation of Authority means that the Regional Director has vested in one or more individuals the full authority to act, perform and make decisions for the Regional Director

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subject to the terms and limitations of the delegation. Under a delegation or redelegation, individuals perform under their own name and position title.

b. A designation is the assignment to one or more individuals the authority to perform a task, duty or function with the designator remaining responsible for all actions performed under the designation.

c. A successor is an individual in a line of succession who represents the Regional Director or Division Director in their absence.

d. Special Assignments. Certain authorities and/or responsibilities delegated or assigned to an individual by name, not by position or title. These delegations or reassignments may not be redelegated and the individuals responsible for performing the tasks, duties, or functions perform under their own name and title.

6. Responsibilities.

a. All delegated authorities shall be exercised in accordance with such applicable laws and regulations and such agency directives, instructions, and guidance that are in effect when the authority is exercised.

b. The Operations Support Division (OSD) Director is responsible for the maintenance of this instruction and will issue amendments whenever a change in delegation or designation occurs, and revises the instruction when deemed appropriate by the Regional Director. The Office of Policy and Regional Operations is to be provided with a copy of each change to this instruction.

c. The head of any organizational element shall provide the Operations Support Division Director with any recommended deletions, corrections, additions, or changes to this instruction as warranted.

d. Division Directors are authorized and required to establish a Line of Succession to designate subordinate employees to act for them during their absences. Designations are made in writing with a copy provided to the Office of the Regional Director and Operations Support Division.

e. Redelegations of Division Director authorities are to be made in writing with a copy provided of each redelegation to ORD and OSD.

7. Policy.

a. It is the policy of FEMA Region VI to delegate authorities to the lowest levels within the organization that will promote the most effective and efficient administration of agency programs and objectives.

- b. Attachment A provides a listing of authorities and the officials to whom authorities have been redelegated.
- c. Attachment B provides a listing of responsibilities/assignments that have been assigned on a name basis, not position or title and may not be redelegated.

8. General Delegations.

- a. The Deputy Regional Director is delegated all authority and responsibility of the Regional Director including those identified in paragraph 10, except as prohibited by law, regulations or explicit policy statement.

In accordance with 44 CFR Part 2., Section 2-7-(b), the Deputy Regional Director is authorized to approve Regional Director travel.

During the absence of the Regional Director, the next individual in the Line of Succession reflected in Attachment A, will assume authority and responsibility of the Regional Director.

- b. The Deputy Regional Director and each Division Director or their properly appointed successors are authorized and expected to:

- (1) Approve and authorize official Regional travel and allowable expenses incidental thereto for employees of their respective organizational units in accordance with the Federal Travel Regulations and Agency travel regulations. The Regional Director and/or Deputy Regional Director approve Travel of Division Directors.

- (2) Approve TDY and local travel vouchers for employees of their respective organizational units.

- (3) Promulgate internal issuance's to cover areas of assigned responsibilities consistent with prescribed policies.

- (4) Act as Recommending Official for all GS-14 and below positions within their respective organizational units consistent with FEMA policies relating to EEO hiring practices.

- (5) Authorize overtime in advance for employees.

- (6) Select, train, mobilize and manage Disaster Assistance Employees within designated program areas. (The Regional Director retains Selection of DAEs at Level E.)

- c. The Line of Succession is delegated authority to sign administrative actions for the Regional Director and Deputy Regional Director, to include, but not limited to, travel

authorizations and vouchers, leave slips, requests for overtime, 40-1 requisitions, requests for allocation advice, and requests for personnel actions for DAEs. This also includes DRM authority for disasters as it pertains to travel.

d. Upon closure of a Disaster Field Office, the RR Division Director will assume the DRM delegation for all obligations and allocations of funds from the President's Disaster Relief Fund. If the RR Division Director is not available, the Regional Director, Deputy Regional Director, and Line of Succession are given the authority.

e. Each Disaster Recovery Manager (DRM) appointed by the Regional Director is delegated all Regional Director authorities for directing disaster relief activities and supporting disaster field operations under Robert T. Stafford Disaster Relief and Emergency Assistance Act for the major disaster or emergency for which appointed. Authorities delegated by the Regional Director may be redelegated by the DRM to key DFO FEMA staff in order to facilitate recovery operations.

9. Program Delegations.

a. Mitigation Division. The Division Director is authorized and expected to:

(1) Exercise the authority of the Director, as redelegated to the Regional Director, pursuant to the provisions of Section 1-104 of Executive Order 12148, as amended, to include:

(a) Section 4-203, insofar as it pertains to hurricane preparedness, as set forth in Section 201 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5131;

(b) Section 4-203, insofar as it pertains to hazard mitigation set forth in Sections 404, 406, 409, and 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5170, 5172, and 5178;

(c) Section 4-204, pertaining to earthquake hazards reduction as set forth in the Earthquake Hazards Reduction Act of 1977, as amended, 42 U.S.C. 7701-7706; and (5) E.O. 12699.

(2) Implement the requirements of Executive Orders 11988 (Floodplain Management) and 11990 (Protection of Wetlands).

(3) Implement all requirements of 44 CFR Parts 59, 60, 65-68, and 70. In concert with the Federal Insurance Administration, provide coordination in the Region for implementing 44 CFR Parts 61-64.

(4) Identify and assess the risks posed by natural hazards.

- (5) Implement mitigation policies and strategies for programs designed to reduce or eliminate loss of life and property from natural hazards.
- (6) Coordinating with other Federal agencies and the scientific communities on matters that will enhance FEMA's ability to reduce or eliminate loss of life and property from natural hazards.
- (7) Transferring information on the risks posed by natural hazards to other Federal agencies, State and local government officials, and the public.
- (8) Promote a multi-hazard approach to mitigation at State and local levels.
- (9) Coordinating with national associations whose membership, expertise, and standard-setting capabilities enhance the reduction of risks associated with natural and technological hazards.
- (10) Provide for the dissemination of information and delivery of technical assistance to build mitigation capabilities and promote mitigation activities.
- (11) Carry out hazard mitigation activities of the Stafford Act, including the processing of applications for hazard mitigation grants, disbursement of funds under section 404 of the Stafford Act, and administrative responsibilities in support of these activities.
- (12) Carry out the activities of 44 CFR Part 78, Flood Mitigation Assistance Program, including the processing of applications for hazard mitigation grants, disbursement of funds, and administrative responsibilities in support of these activities.
- (13) Management of Emergency Management Planning Grants and Cooperative Agreements with the States and local jurisdictions through which Mitigation programs are implemented in the regions.
- (14) Redelelegation authorities pursuant to 44 CFR §2.22 (c), the Division Director is authorized to exercise the duties and powers of the Director as set forth in:
 - (a) 33 U.S.C. 467h, 709b, insofar as it pertains to the Dam Inspection Program;
 - (b) Section 1-104 of E.O. 12127 insofar as it pertains to:
 - (i) Determining the eligibility of communities to participate in the National Flood Insurance Program;
 - (ii) Identification of flood prone areas;

(iii) Determination of projected flood elevations for State and local governments to use in adopting flood plain management laws, regulations or ordinances;

(iv) Implement establishment of criteria for land management and use, flood control, flood zoning, and flood damage protection; and

(v) Purchase of properties insured under the National Flood Insurance Program that have been damaged substantially beyond repair by flood.

b. Preparedness, Training and Exercise Division. The Division Director is authorized and expected to:

(1) Implement and conduct the appropriate programs for the States under the Stafford Act, as amended, Subchapter IV-B, Section 602 – Emergency Preparedness, including the negotiation and approval of scopes of work and funding levels.

(2) Approve, disapprove, modify, or amend requests from the States related to financial contributions for State and Local expenses pursuant to the Stafford Act, Subchapter II, Section 201 – Disaster Preparedness Assistance.

(3) Coordinate Hazardous Materials planning and exercising under the Emergency Planning and Community Right-to-Know Act of 1986, Title III of the Superfund Amendments and Reauthorization Act.

(4) Develop interim findings and recommend approval of State and local plans and preparedness measures required for the licensing of nuclear power plants in accordance with the 44 CFR Section 350 process.

(5) Negotiate and approve Radiological Emergency Preparedness (REP) exercise scenarios to drive sufficient exercise play and satisfy objectives.

(6) Approve and issue REP drill reports to the Nuclear Regulatory Commission's cognizant Regional Office.

(7) Assign staff to appear at licensing hearings for the purpose of providing expert testimony on radiological preparedness issues.

(8) Develop preparedness, maintain operational readiness, and conduct training for peacetime radiological emergencies.

(9) Provide guidance and assistance for peacetime radiological emergencies at appropriate DOD/DOE and other fixed nuclear facilities, and for transportation accidents involving radiological materials.

(10) Negotiate and approve scopes of work and funding levels with States under the Emergency Management Performance Grant (EMPG), Terrorism Consequence Management Preparedness Assistance (TCMPA), CERCLA, Tribal Funding under SARA Title III, Hazardous Materials Training, and Chemical Stockpile Emergency Preparedness Program.

c. Response and Recovery Division. The Division Director is authorized and expected to:

(1) Exercise the authorities of the Director, as redelegated to the Regional Director pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288, as amended). (Section 4-203 of Executive Order 12148 delegates these authorities to the Director.)

(2) Carry out activities of 44 CFR Part 206, Federal Disaster Assistance, including: implementing activities associated with the declaration process; administration of the disaster housing and public assistance programs; administrative plan approval, funding and oversight of the Individual and Family Grant Program; assistance in application development, funding and oversight of the Immediate services and regular services crisis counseling programs; and funding to the Department of Labor for disaster unemployment benefits.

(3) Manage the Regional Operations Center (ROC), the training and rostering of Region VI employees for the ROC, and the Emergency Response Team – Advance element (ERT-A).

(4) Manage the community relations outreach program.

(5) Coordinate with other Federal agencies, State agencies, and volunteer organizations on matters that will enhance FEMA’s ability in response and recovery operations.

(6) Provide guidance and assistance to State personnel in the implementation of FEMA-funded programs.

(7) Develop preparedness, maintain operational readiness, and conduct training for effective response and recovery operations.

(8) Manage the development, maintenance, and implementation of the Federal Response Plan at the Regional level.

d. Operations Support Division. The Division Director is authorized and expected to:

(1) Provide guidance and assistance on the interpretation or application of human resources, acquisition, logistics, grants and financial management, administrative and information technology, security, and administrative services policies and procedures.

- (2) Provide management of the Regional Local Area Networks (LANs) and communications equipment, and develop procedures and standards for the day-to-day operation and maintenance of the E-mail, LAN and communication equipment.
- (3) Administer the Regional Property and Logistics Management Program.
- (4) Provide for the financial management of the various regional allocations and the open disaster declarations; provide for the fiscal management of the various grants administered by the region; and maintain the necessary records for expenditures of funds.
- (5) Provide information and advice on regional personnel issues and applicable policies.
- (6) Provide procurement and grant services for the region.
- (7) Provide services for mail, printing, reproduction, record management, and equipment maintenance.
- (8) Manage, maintain, and operate the regional facility.
- (9) Manage budget formulation and execution.
- (10) Manage regional travel functions.
- (11) Manage and oversee regional procurement and grant responsibilities.
- (12) Establish operational setup and provisioning of Disaster Field Office, Mobilization Centers, Staging Areas, Coop site, and other field facilities.
- (13) Implement the regional level agency-wide Occupational Safety and Health Program.
- (14) Manage regional Information Technology (IT) programs, systems, and staff for routine operations and in all hazards emergency and disaster situations.
- (15) Act as liaison with OHRM on all personnel actions.
- (16) Administer the Disaster Assistance Employee program.
- (17) Oversee the implementation of regional payroll processing activities.
- (18) Oversee the regional security program.
- (19) Oversee Logistics Management Operations.

10. Other Delegations, Designations and Assignments. A variety of delegations, designations and assignments have been made to individuals for the purpose of carrying out Regional Office and Disaster Field Office activities. These responsibilities have been assigned on a name basis and may not be redelegated. The current listing for the Regional Office and Disaster Field Offices is attached and made part of this instruction.

11. Retention. The following authorities are not redelegated to the Division Directors:

- a. Placing communities on NFIP probation under the compliance program, in accordance with Agency guidelines.
- b. Approval of State and local plans and level of preparedness for response to off site emergencies at fixed nuclear facilities in accordance with the 44 CFR Section 350 process.
- c. Approval and issuance of REP final biennial exercise reports and attendant planning and preparedness findings for operating power reactors, directly to the Nuclear Regulatory Commission's cognizant Regional Office.
- d. Execution of Performance Partnership Agreements (PPAs) and Cooperative Agreements (CAs).
- e. Reallocation of surplus/excess PPA/CA funds to States within the first 9 months of the fiscal year.
- f. Approval of the initial fiscal year distribution of funds between States, except for SLA distribution, which is retained by the Agency Director.
- g. Approving Official for all GS-14s and below
- h. Recommending Official for all GS-15s.
- i. Original Secret Classification Authority.
- j. Approval of requests to use FEMA funded State program personnel in Presidentially declared emergencies or major disasters.
- k. Approval of quality step increases and employee awards under the Rewards and Recognition System up to annual limit established by Agency Director.
- l. Approval of details over 30 days to same or lower grade position for up to 1 year (accomplished in 120-day increments).
- m. Approval of details to a higher grade for a maximum of 120 days.

- n. Granting administrative dismissal (official office closure due to inclement weather or security concerns.)
- o. Certification of operational requirements as it relates to restoration of annual leave.
- p. Approval of Requests for Personnel Actions (SF-52s) except for those related to the selection of Disaster Assistance Employees and Disaster Reservists at levels A through D.
- q. Issuance of proposed decisions on individual complaints of discrimination because of race, color, national origin, religion, sex, or age.
- r. Authentication and attestation of copies of records being subpoenaed or otherwise legally demanded.
- s. Initial denials of requests for disclosure of records under the Freedom of Information Act.
- t. Authority to enter into and administer memoranda of understanding associated with Regional responsibilities.
- u. Determination that an emergency exists.
- v. Signature authority for correspondence to grantees relative to the disaster appeals process.
- w. Approval and authorization of out-of-region travel.
- x. Approval of invitational travel within all 50 states.

12. Timekeeping, Leave, and Payroll Records. The authorities for approving timekeeping and payroll records are delegated to the Deputy Regional Director and Division Directors, and Branch Chiefs in conformity with government-wide, FEMA and Regional policies, directives and requirements.

The authority to approve, deny or cancel leave is to be carried out by first and second-level supervisors in accordance with the provisions of FEMA Manual 3300.3 (FEMA Absence and Leave Policy) and FEMA Instruction 2400.1 (Time and Attendance Responsibility).

13. Signature Authority.

a. In general, correspondence originating in the Region may be signed at a level corresponding to that at which incoming correspondence was signed or to the level of the staff person to who addressed or designated on the "attention" line.

b. Regional Director and Deputy Regional Director sign correspondence:

(1) To the FEMA Director, Deputy Director, Executive Associate Directors, Regional Directors, Governors, Members of Congress, and State Legislators

(2) To heads of political subdivisions and Commanding Officers when substantive policy matters are discussed.

(3) Relating to issues involving more than one Division.

(4) Relating to PPA/grant disapproval's and audit responses.

(5) Dealing with non-routine personnel requests to FEMA Headquarters.

(6) Tasking the states, beyond matters agreed to by respective State and Regional Program Managers in the annual Cooperative Agreement.

(7) Relating to responses to congressional queries and Freedom of Information Act requests.

c. Federal Coordinating Officer and Disaster Recovery Manager sign correspondence for their respective disasters:

(1) To the FEMA Director, Deputy Director, Executive Associate Directors, Regional Directors, Governors, Members of Congress, and State Legislators.

(2) To heads of political subdivisions and Commanding Officers when substantive policy matters are discussed.

d. Division Directors sign correspondence to Executive Associate Directors and State Directors concerning:

(1) Substantive program policy issues.

(2) Major funds impact (increases and decreases).

(3) Significant unresolved program issues.

e. The author of correspondence is responsible to:

(1) Determine appropriate signature authority level.

(2) Assure coordination, when necessary, of drafts before correspondence is prepared in final for signature.

f. Supervisors may sign for support staff; successors may sign for those succeeded.

14. Order of Precedence. In the event there are conflicting or otherwise inconsistent delegations or practices, the following order of precedence shall apply:

- (1) Federal Legislation (Stafford Act, etc.).
- (2) Title 44, CFR.
- (3) FEMA Headquarters Instructions and Manuals.
- (4) This Region VI Delegations Instruction (RVI 1030.2).
- (5) Additional Regional Director instructions or delegations that may be issued.
- (6) Division Director delegations or redelegations to staff.

The order of precedence is determined by the necessity to actually use these documents for determining signature or correspondence authority rather than to determine which document takes precedence legally.

Date

Regional Director

Attachments

- A – Redelegations
- B – Designations/Delegations
- C - Signature Authority for Delegation and Designation.