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CHAPTER 3. PROGRAM STRUCTURE

3-1. Organization.

The Secretary of the Department of HUD is responsible for providing equal employment opportunity for all employees. In carrying out this function, the Secretary has designated the Assistant Secretary for Fair Housing and Equal Opportunity as the Director of Equal Employment Opportunity. The FWP is established under the Deputy Assistant Secretary for Operations and Management. The Deputy Assistant Secretary for Operations and Management reports to the Office of the Assistant Secretary for Fair Housing and Equal Opportunity.

A. The National Federal Women's Program Manager.

This position is located in the Office of Fair Housing and Equal Opportunity, Office of Affirmative Action and Equal Employment Opportunity, Affirmative Employment Division. The National FWP Manager position may be designated as full-time, part-time or it may be a collateral duty assignment. (FPM Ltr. 713-37, Documenting EEO Collateral Duties in Official Position Descriptions, recommends that at a minimum, 20% of an employee's work time be devoted to the EEO assignment.) This individual is the central point of contact and information for all Headquarters and Regional FWP Managers and Coordinators and has overall responsibility for the program under the direction and leadership of the Director of EEO or designee.

B. The Headquarters FWP Coordinator.

As Equal Employment Opportunity Officers, each Assistant Secretary, General Counsel, Chief Financial Officer, Inspector General, President of GNMA, and the Chief of Staff shall designate one individual to act as the office's Headquarters FWP Coordinator. These Headquarters FWP Coordinators act in direct support of the

National FWP Manager and assist their respective offices in carrying out their responsibilities relative to the FWP. The position of Headquarters FWP Coordinator shall also be a collateral duty assignment (see FPM Letter 713-37, "Documenting EEO Collateral Duties in Official Position Descriptions").

C. Regional FWP Managers.

Regional FWP Managers are selected by Regional Administrators. In appointing or selecting a designee, the Regional Administrator may solicit input from women in the Region by means of a request for nominations. Regional FWP Managers may be involved with the program on a full-time basis, or on a part-time basis, or they may serve as Regional FWP Managers on a collateral assignment to their regular full-time duties. (See FPM Letter 713-37.)

When the Regional FWP Manager's responsibility is a collateral assignment, the individual will remain in his/her regular position, but all duties performed relating to equal employment for women are under the direct supervision of the appropriate EEO Officer (Regional Administrator and/or designee).

D. Field Office FWP Coordinators.

Field Office FWP Coordinators may be appointed on a collateral assignment basis by the Manager of the office.

E. Federal Women's Program Committees.

Federal Women's Program Committees and other groups representing women employees act as further support to the National FWP Manager. FWP Committees are task oriented working committees rather than merely advisory committees.

is established, Committee members should be selected by women through a mutually agreed upon process so as to fairly represent their interest. FWP Committees should provide a good cross section of the Department or component population and ideally should include men, women, minorities, non-minorities, and a range of grades and occupations. The Chairperson should be selected by the Committee. It is desirable for supervisors to allow time for regular monthly meetings of committee members and quarterly general meetings of the women in the office.

Committees should develop specific objectives, goals and target dates in keeping with the needs of women. Such activities should be coordinated, as appropriate, to avoid duplication and fragmentation of effort.

The Committee should work cooperatively with Management and employees; be committed to the goals of the FWP; have the time and ability to devote to the program; and have the capability of working together effectively.

It is suggested that the size of the Committee should not exceed fifteen individuals. This should ensure that the size of the group does not become unwieldy. Limitations on the size of the group will also enhance channels of communication among members and between the National FWP Manager or the Regional FWP Manager.

Regardless of who is designated to Chair FWP Committees, the National FWP Manager in Headquarters, or the Regional FWP Manager will be ultimately responsible for the actions and direction of the FWP Committee, under the direction of the Director of the Affirmative Employment Division in Headquarters or the Regional Affirmative Action Managers.