

EEOC	<i>DIRECTIVES TRANSMITTAL</i>	Number 110.002
		Date 10/5/2022

SUBJECT: ORGANIZATION, MISSION AND FUNCTIONS (CHANGE 29)

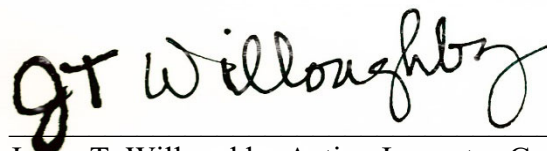
PURPOSE: This transmittal covers changes to EEOC Order 110.002, Organization, Mission and Functions. Chapter X – Office of Inspector General.

EFFECTIVE DATE: 10/7/2022

DISTRIBUTION: EEOC Order 110.002 (Change 29) is available on the EEOC intranet website (inSite) on the “Directives and Orders” page.

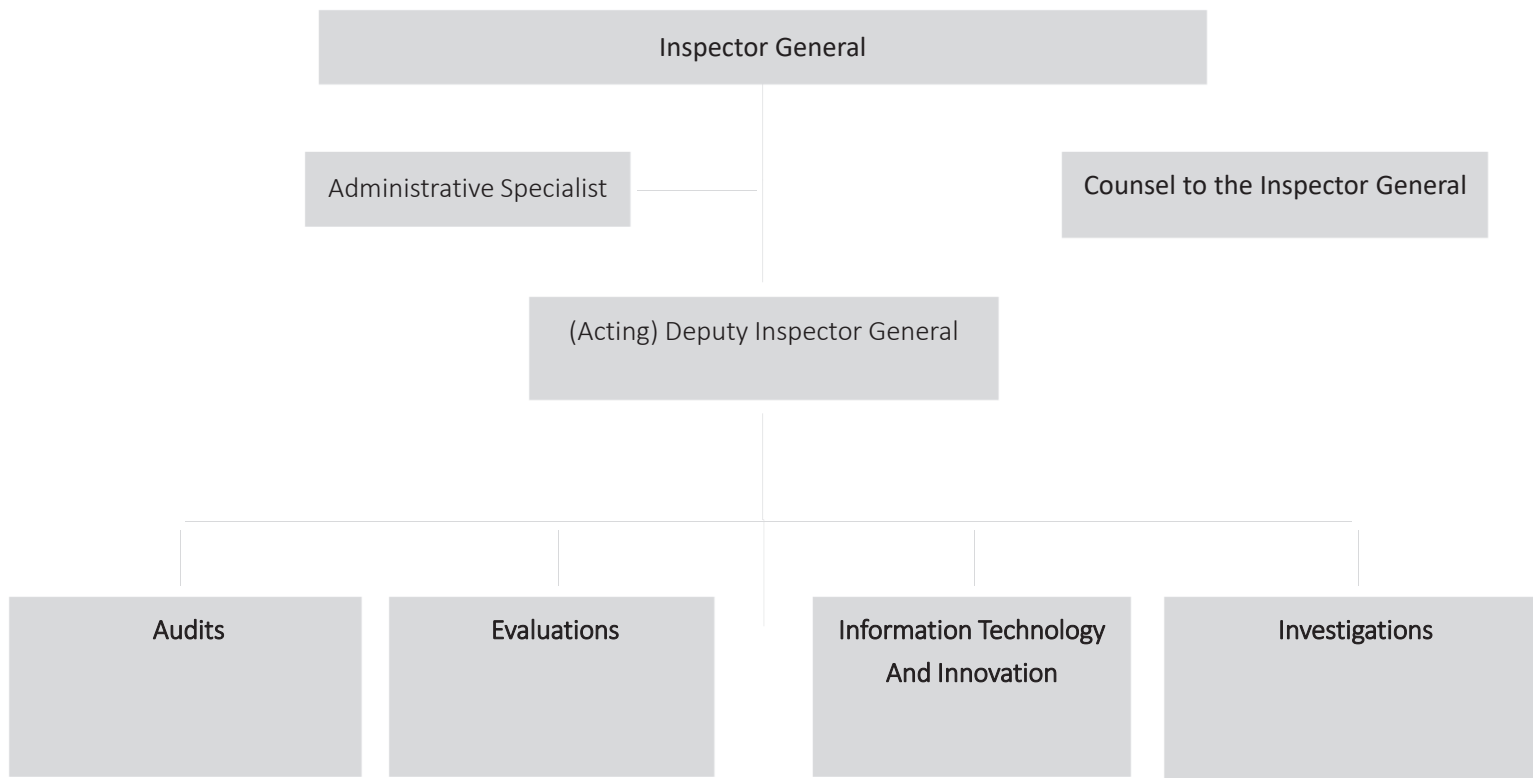
CURRENT CHANGES: The Order is revised to reflect the following change. Update Order to reflect current operation – the removal of the Inspections Program and the creation of the following: Evaluations Program, Information Technology and Innovation Program, and the Administrative Operations Program. Other information within the Order has been modified to reflect various changes regarding OIG operations.

OBSOLETE DATA AND FILING INSTRUCTIONS: Remove and destroy the entirety of Chapter X – Office of Inspector General dated 1997.



Joyce T. Willoughby Acting Inspector General

Office of Inspector General



- I. Mission and Function Statement
- II. Organization
- III. Order of Succession
- IV. Mission and Function of Components

I. Mission and Function Statement

The U.S. Congress established an Office of Inspector General (OIG) at the Equal Employment Opportunity Commission (EEOC) through the 1988 amendment of the Inspector General Act of 1978. *See* Pub. L. 100-504 (Oct. 18, 1988).

As stated by the Inspector General Act of 1978, as amended, the OIG provides leadership and supports the mission of the EEOC by conducting and coordinating independent and objective audits, evaluations, investigations, and other related projects. The OIG makes recommendations designed to promote economy, efficiency and effectiveness in the administration of, and to prevent, detect and eliminate fraud and waste in EEOC programs and operations.

The OIG meets this responsibility by conducting and supervising audits, evaluations, and investigations, and other related projects. The OIG reports results of such activities to the Chair of the EEOC and the United States Congress. These reports identify opportunities to provide increased assurances to EEOC management that: a) operations are efficient and economical; b) practices are fair; c) decisions are based on worthwhile benefits and fair cost; d) goals and objectives are needed, worthwhile and achieved; e) assets are secure; f) waste, fraud, and abuse are prevented or detected; g) applicable laws and regulations are properly followed; and h) applicable standards and principles are properly applied.

The OIG performs the following programmatic functions:

- A. The Audit Program provides policy direction for, and conducts or coordinates, audits relating to EEOC programs and operations. Audits include elements of financial and performance audits as set forth in Government Auditing Standards, issued by the Comptroller General.
- B. The Evaluations Program provides policy direction for, and conducts or coordinates, evaluations relating to EEOC programs and operations. The program conducts ambitious, high-value evaluations, special assessments, and analyzes the management, effectiveness, and efficiency of programs with the greatest effect on mission accomplishments, as set forth by the Council of Inspectors General for Integrity and Efficiency (CIGIE) Standards for Inspections and Evaluations.
- C. The Investigations Program conducts and coordinates investigations relating to EEOC programs. The investigative program receives and investigates complaints and information from EEOC employees or other sources regarding fraud, waste or mismanagement in EEOC programs and operations, or abuse of authority as stipulated by the Council of Inspectors General for Integrity and Efficiency Standards for Investigations.
- D. The Information Technology and Innovation Program (ITIP) provides policy direction for, and coordinates the OIG technological budgeting, vision, security, system

- development, innovative management, and policy planning regarding its information and information systems. The ITIP is responsible for assisting the Inspector General in developing a center for excellence focusing on innovation management and business process integration. The OIG innovation program assists in accessing the standardized practices throughout EEOC, based on a systematic, holistic approach to identify and organize innovative practices and strategies that assist in EEOC mission attainment. The program looks to assist the Agency in leveraging its innovation management, as well as develop and improve EEOC's creative culture where breakthrough ideas are generated on a continuing basis which will effect: 1) leadership, 2) strategic direction, 3) process and risk management framework, 4) resourcing, 5) communication, and 6) externally focused stakeholder studies, audits, and evaluations.
- E. The Administrative Operations Program provides all administrative support (e.g., budget and financial management, human resources, and procurement) for the OIG functions.
- F. Other OIG Functions:
1. Establishes policies and guidelines for determining when it is appropriate for EEOC to use outside auditors or evaluators, and for assuring that any work performed by such outside entities complies, to the maximum extent practical, with established federal standards.
 2. Serves as EEOC's liaison with the United States Government Accountability Office (GAO), and coordinates with GAO to avoid duplication. OIG is responsible for audit and evaluation actions recommended by GAO
 3. Keeps the Chair and the U.S. Congress fully-and currently informed of fraud, waste and other serious problems, abuses and deficiencies related to EEOC programs and operations.
 4. Reports to the Chair and to Congress the progress made in implementing the recommendations.
 5. Prepares and issues a Semiannual Report to the United States Congress which summarizes OIG activities for the immediately preceding six-month period.

II. Organization

The Office of Inspector General is under the supervision of the Inspector General, an independent EEOC official subject to the general supervision of the Chair. The Inspector General shall not be prevented or prohibited by the Chair or any other EEOC official from initiating, carrying out, or completing any audit, investigation, or other inquiry, or from issuing any report.

The Inspector General provides overall direction, coordination and leadership to the following subordinate staff and program elements:

- A. Immediate Office of the Inspector General
- B. Deputy Inspector General and Audit, Evaluation, Investigation, Information Technology and Innovation functions, and Administrative Operations.

III. Order of Succession

In the absence of the Inspector General, the Deputy Inspector General shall act as the Inspector General. In the absence of both, Counsel to the Inspector General shall act as the Inspector General. No further order of succession has been delegated.

IV. Mission and Function of Components

A. Immediate Office of the Inspector General. The Inspector General establishes audit, evaluation, investigative, and other related project priorities. Provides final review on all matters of major significance and approves the general course of action to be followed by OIG staff. The Inspector General: 1) requests such information or assistance from any Federal, state or other governmental, public or private entity as required or desired in connection with the mission of the Office of Inspector General; 2) has the authority, in coordination with the Office of Chief Human Capital Officer to select, appoint and assign all OIG employees and determine their suitability, duties, titles, pay (including merit pay) and classification, in accordance with EEOC policies and practices; and 3) enters into personal services contracts and other arrangements with private persons, firms, organizations and public agencies for audits, evaluations, investigations, studies; analyses and other services.

The Inspector General is authorized to have access to all records (manual or digital), reports, audits, reviews, evaluations, inspections, papers, recommendations, or other material available to EEOC which relate to agency programs and operations. *See* 5 U.S.C. app. § 6.

The Inspector General is the principal advisor to the Chair in connection with all audit and investigative matters relating to the prevention, identification and elimination of fraud, waste in any EEOC program or operation. The Inspector General recommends to the Chair the proper boundaries of audit and investigation jurisdiction between OIG and other EEOC organizations.

The Inspector General develops the OIG annual budget, which is subject to the approval of the Chair and is separate and independent from other EEOC organizations. The Inspector General responds directly to inquiries from the public, Congress or the news media, and prepares press releases, statements, and other information about OIG activities.

The Administrative Operations Program, under the Immediate Office of the Inspector General handles the administrative functions of the OIG.

The Counsel to Inspector General provides legal advice in connection with matters of particular significance to OIG and is the primary liaison between OIG and the Office of Legal Counsel. Counsel assists the Inspector General and Deputy, coordinates and participates in the development and implementation of OIG policies and procedures, reviews all OIG externally issued reports and legislative and regulatory proposals, and recommends appropriate authorities, remedies and responses.

The Administrative Specialist provides all administrative support (e.g., budget and financial management, human resources, and procurement) for the OIG.

- B. Deputy Inspector General and Audit, Evaluation, Investigation, and Information Technology and Innovation. The Deputy Inspector General serves as the alter ego of the Inspector General, in the policy formation, budget formation and management of OIG audit, evaluation, investigative, and technology matters relating to EEOC programs or operations. Additionally, the Deputy Inspector General is the direct supervisor, and provides program guidance, direction and supervision, to the audit, evaluation, investigation, and technology staff.

The audit, evaluation, and investigation staff conduct audits, evaluations and investigations of EEOC programs, operations and activities and prepare reports for issuance to the Chair and EEOC management. The information technology staff provide internal and external technological oversight for information management, technology, innovation and security, as well as consulting and advising OIG staff regarding assisting the Agency in identifying how new strategies, methods, and re-engineering of ideas and processes are implemented to help the Agency achieve significant mission impact.