§ 200.12 Functional responsibilities.
This section sets forth the administrative and substantive responsibilities of the Division Directors, Office Heads, Regional Directors, and certain other Commission officers. All Commission officers and other staff members, except administrative law judges and the Inspector General, shall perform, in addition to the duties herein set forth, such additional duties as the chairman of the Commission may assign from time to time. These officers also serve as liaison with Government and other agencies concerning matters within their respective functional responsibilities.

§ 200.13 Chief Operating Officer.
(a) The Chief Operating Officer is responsible for developing and executing the overall management policies of the Commission for all its operating divisions and staff offices. The Chief Operating Officer also provides executive direction to, and exercises administrative control over, the Office of Human Resources, the Office of Administrative Services, the Office of Financial Management, the Office of FOIA, Records Management, and Security, and the Office of Information Technology. In addition, the Chief Operating Officer implements the following statutes, regulations, and Executive orders, as well as those that the Chairman may designate:
(b) The Chief Operating Officer appoints personnel, reviews and approves policies and procedures, and assures appropriate resources to implement the programs set forth in paragraph (a) of this section, and authorizes and transmits reports required by them.
(c) The Chief Operating Officer also designates certifying officers for agency payments.
(d) The Chief Operating Officer shall be responsible for:
1. Implementing the goals of the President and the Chairman and the mission of the Commission;
2. Providing overall organizational management to improve agency performance;
3. Assisting the Chairman in promoting ongoing quality improvement, developing strategic plans, and measuring results;
4. Directing ongoing reengineering of the Commission’s administrative processes;
(e) Overseeing Commission-specific application of performance measures, procurement reforms, personnel reductions, financial management improvements, telecommunications and information technology policies, and other government-wide systems reforms adopted as a result of the recommendations of the National Performance Review; and
(f) Reforming the Commission’s management practices by incorporating the principles of the National Performance Review into day-to-day management.

§ 200.13a The Secretary of the Commission.
(a) The Secretary of the Commission is responsible for the preparation of the daily and weekly agendas of Commission business; the orderly and expeditious flow of business at formal Commission meetings; the maintenance of