

LINES OF SUCCESSION AND DELEGATION OF AUTHORITY

DOCUMENT CHANGE CONTROL

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1. Lines of Succession and Delegation of Authority

The line of succession and delegation of authority has been established for key positions within the department in the COOP/COG Plan. In addition to identifying lines of succession and delegation of authority for the senior leadership of the department, the COOP/COG also contains succession and delegation planning for all critical staff functions to ensure the ability of the department to meet the emergency response needs of the state concurrent with restoring functionality of the agency.

(Add any specific info here)

-----COOP/COG FINAL REPORT DOCUMENTED-----
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-----COOP/COG FINAL REPORT DOCUMENTED-----

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2. Operational Plan

Orders of succession are provisions for the assumption of senior agency leadership positions during an emergency when the incumbents are unable or unavailable to execute their duties. They allow for an orderly and predefined transition of leadership.

Orders of succession are different from delegations of authority.

- Delegations of authority are specific and limited. For example, they may take effect during periods when those in charge are unavailable due to travel.
- Successors are vested with most of the authorities and powers of the incumbent.

Orders of succession should be established for the agency head and officials down to office directors responsible for performing essential functions.

----- COOP/COG PLAN DOCUMENTED -----

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----- COOP/COG PLAN DOCUMENTED -----

This section should identify, by position, the authorities for making policy determinations and decisions at headquarters, field levels, and other organizational locations, as appropriate. Generally, pre-determined delegations of authority will take effect when normal channels of direction are disrupted and terminate when these channels have resumed. Such delegations may also be used to address specific competency requirements related to one or more essential functions that are not otherwise satisfied by the order of succession. Delegations of authority should document the legal authority for making key decisions, identify the programs and administrative authorities needed for effective operations, and establish capabilities to restore authorities upon termination of the event. Pre-determined delegations of authority may be particularly important in a devolution scenario.

Official (Title)	Designated Successor (Title)	Conditions	Program Responsibility

2.1 Line of Succession – Highest Position

(Line of Succession {process} is established for the agency's highest position of authority – Reference Lines of Succession Chart of Personnel)

2.2 Line of Succession – Key Leadership Position

(Line of Succession {process} is established for the other key leadership positions – Reference Lines of Succession Chart of Personnel)

2.3 Delegation of Emergency Authorities

(Reference to Agency Policy for the delegation of emergency authorities where limitations for delegated authorities are listed and described)

Delegations of authority specify who is authorized to make decisions or act on behalf of:

- The department or agency head.
- Other key individuals.

*Delegations of authority are used for specific purposes during COOP emergencies. Delegations should be **predetermined** and **documented in writing**. They should state explicitly:*

- What authorities are delegated.
- To whom.
- Exceptions to the successors authority to redelegate.
- Limitations on the delegated authority.

Delegations of authority have several purposes, including:

- Approving emergency policy changes.
- Approving changes in Standard Operating Procedures (SOPs).
- Empowering designated representatives to participate as members of interagency emergency response teams to act on behalf of the agency head.
- Making personnel management decisions.
- Approving commitment of resources.
- Signing contracts.

There may be legal restrictions on the authorities that can be delegated. To avoid problems during an emergency, all delegations of authority should be reviewed by the agency's Office of General Counsel.

2.4 Personnel Compliance Criteria

*(Reference Agency Policy defining the criteria to accept authority to perform essential functions)
(Reference Line of Succession Roster of Trained Personnel with the authority to perform essential functions and activities)*

3. Policy and Procedures

(Outlines rules and procedures necessary to implementing lines of succession)

3.1 Policy (Rules) for Implementation

(CLIENT through [REDACTED] (client " - " Policy ###) identifies the rules of engagement and termination for lines of succession, compliance criteria required for highest position and each key leader to accept granted authority, list of limited authorized authority, and authorizes the delegation of emergency authority. This policy is consistent with State and Federal governmental agencies who have also been required to develop plans to ensure that critical operations are maintained during an emergency with the ability to return to normal operations)

Comment [MK1]: Reference Policy

3.1.1 Initiating Conditions

(Line of Succession conditions required for initiating authorization of authority for designated positions)

3.1.2 Termination Conditions

(Line of Succession conditions required for terminating authorization of authority for designated positions)

3.2 Procedures for Implementation

(Per FPC 65 guidance this section should define how the organization will designate and review the lines of succession procedures and who will accomplish this task. If applicable, this section should also outline the process that the organization will use to ensure that its sub-organizational elements and regional offices and facilities, throughout the country, can support performance of their limited authorized authority)

3.2.1 Notification Methods

(Line of Succession notification methods for authorizing delegated authority for designated positions)