

**Functional Series 100 – Agency Organization and Legal Affairs
 ADS 106 – Delegations of Authority and Orders of Succession During a National
 Security Emergency**

Table of Contents

106.1 **OVERVIEW** **2**

106.2 **PRIMARY RESPONSIBILITIES** **2**

106.3 **POLICY DIRECTIVES AND REQUIRED PROCEDURES** **2**

***106.3.1** **General Provisions** **2**

***106.3.2** **The Administrator** **3**

***106.3.3** **The Deputy Administrator** **3**

106.3.4 **Assistant Administrators, Heads of Independent Offices, and**
Other Key Positions in USAID/W **3**

106.3.5 **Mission Directors and Other Key Positions Overseas** **4**

106.4 **MANDATORY REFERENCES** **4**

***106.4.1** **External Mandatory References** **4**

***106.4.2** **Internal Mandatory References** **4**

106.5 **ADDITIONAL HELP** **4**

106.6 **DEFINITIONS** **4**

* An asterisk indicates that the adjacent information is new or substantively revised.

ADS 106 – Delegations of Authority and Orders of Succession During a National Security Emergency

106.1 OVERVIEW

Effective Date: 09/03/1999

To establish emergency “alter ego” delegations of authority and orders of succession for key positions for use during a national security emergency.

106.2 PRIMARY RESPONSIBILITIES

Effective Date: 09/03/1999

The Assistant Administrator for Management (AA/M) is responsible for establishing orders of succession and delegations of authority in accordance with FPC 65.

106.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 09/03/1999

The following are the official Agency policies and corresponding essential procedures. In accordance with FPC 65, the Assistant Administrator for Management (AA/M) has established the following orders of succession, delegations of authority and general provisions for use during a national security emergency.

106.3.1 General Provisions

Effective Date: 07/10/2002

- *a) The emergency delegations of authority and orders of succession in this chapter are effective during a national security emergency and other emergency situations when normal operations are disrupted. These delegations of authority and orders of succession take effect when normal channels of direction are disrupted and terminate when these channels have resumed. To the extent circumstances permit, officials must document the beginning and end dates of their authority under this chapter.
- b) Officials succeeding to an office under an order of succession serve in an acting capacity and are authorized to exercise all of the functions and duties of the position, including the authority to redelegate.
- c) Officials exercising the authorities of a position under an “alter ego” delegation of authority are authorized to exercise all of the functions and duties of the position, including the authority to redelegate. But, the official is not the “acting” officeholder; he or she must act in their own capacity. For example, a Deputy Assistant Administrator authorized to exercise the Assistant Administrator’s authorities under an “alter ego” can exercise all of the Assistant Administrator’s authorities, but is not designated the “acting” Assistant Administrator. The Deputy Assistant Administrator exercises the Assistant Administrator’s authorities in his or her own capacity as a Deputy Assistant Administrator, not as acting Assistant Administrator.

* An asterisk indicates that the adjacent information is new or substantively revised.

*d) Under the Federal Vacancies Reform Act of 1998, 5 USC Sec. 3345-3349, orders of succession for presidentially appointed Senate-confirmed (“PAS”) positions must first be approved by the President. The President has designated an order of succession for the Administrator. See Mandatory External Reference, [Memorandum for the Administrator of the United States Agency for International Development](#). For the other PAS positions it may not be practical for the President to establish an order of succession in cases of emergencies. Consequently, for those PAS positions the Agency uses “alter ego” delegations, in this chapter in lieu of orders of succession. The USAID PAS positions are the Administrator, Deputy Administrator, Assistant Administrators (“AAs”) and the Inspector General (“IG”).

106.3.2 The Administrator

Effective Date: 07/10/2002

*If the Administrator is not available, the Deputy Administrator as first assistant serves as Acting Administrator. If both the Administrator and Deputy Administrator are unavailable, the Acting Administrator is determined from the order of succession for the Administrator in [ADS 103.3.3](#) followed by the first assistants of the PAS in the same order as listed in ADS 103.3.3.

106.3.3 The Deputy Administrator

Effective Date: 07/10/2002

*The Assistant Administrator positions are delegated “alter ego” authority for the Deputy Administrator in a national security emergency and serve in the order set forth in the order of succession for the Administrator in [ADS 103.3.3](#) followed by the first assistants of the PAS in the same order as listed in ADS 103.3.3.

106.3.4 Assistant Administrators, Heads of Independent Offices, and Other Key Positions in USAID/W

Effective Date: 09/03/1999

The following positions are delegated “alter ego” authority for Assistant Administrators or succeed heads of independent offices and other key positions in USAID/W in a national security emergency and serve in the following order:

- a) Deputy. In offices with more than one deputy, the designated senior deputy, followed by other deputies by seniority in terms of USAID service. If there is no designated senior deputy, the order is by seniority in terms of total USAID service.
- b) If there is no deputy, next level of management below the deputy level, e.g., Office Director, by grade of position, not personal rank of incumbent. If grade is the same, e.g. three Office Directors at the FS-1/GS-15 level, order is by seniority in terms of total USAID service.

106.3.5 Mission Directors and Other Key Positions Overseas

Effective Date: 09/03/1999

The order of succession for mission directors and other key positions of USAID field posts in a national security emergency is:

- a) U.S. Citizen Deputy. If there is more than one deputy, the designated senior deputy, followed by other deputies by seniority in terms of USAID service. If there is no designated senior deputy, the order is by seniority in terms of total USAID service.
- b) If there is no deputy, U.S. Citizen at next level of management below the deputy level, e.g., Office Director, by grade of position, not personal rank of incumbent. If grade is the same, e.g., three office directors at the FS-1 level, order is by seniority in terms of total USAID service.

106.4 MANDATORY REFERENCES

106.4.1 External Mandatory References

- a. [Federal Preparedness Circular \(FPC\) 65, July 26, 1999, issued by the Federal Emergency Management Agency](#)
- *b. [Memorandum for the Administrator of the United States Agency for International Development](#)

106.4.2 Internal Mandatory References

- *a. [ADS 103, Delegations of Authority](#)

106.5 ADDITIONAL HELP

106.6 DEFINITIONS

106_090402_w031004