

BUSINESS OPERATING PROCEDURE

BOP-40.001B

Approved: 09-03-14

LINES OF SUCCESSION



NATIONAL NUCLEAR SECURITY ADMINISTRATION Office of Emergency Operations

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OFFICE OF PRIMARY INTEREST (OPI):
Office of Emergency Operations

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LINES OF SUCCESSION

1. PURPOSE. Federal agencies are required to establish and maintain orders of succession for key positions. This Business Operating Procedure (BOP) establishes the lines of succession for the NNSA in the event the NNSA Continuity of Operations (COOP) Plan is activated or an emergency requiring immediate decision-making arises.
2. CANCELLATION. BOP-40.001A, *Lines of Succession*, dated September 15, 2012.
3. APPLICABILITY.
 - a. NNSA Applicability: The provisions of this policy apply to all NNSA federal employees.
 - b. Contractors: Does not apply to contractors
 - c. Equivalency. In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 USC sections 2406 and 2511 and to ensure consistency through the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.
4. SUMMARY OF CHANGES. Updated the lines of succession for NNSA Organizations. These include Defense Programs (NA-10), Defense Nuclear Nonproliferation (NA-20), Emergency Operations (NA-40), Defense Nuclear Security (NA-70), Management and Budget (NA-MB), Information Management and Chief Information Officer (NA-IM), Safety and Health (NA-SH).
5. REQUIREMENTS.
 - a. Any official performing the essential functions pursuant to this succession order, during the period of service under this order, may exercise all authority vested by law in the identified position necessary to ensure NNSA essential functions are performed.
 - b. No individual serving in an acting capacity in one of the positions identified below is included in this line of succession unless specifically designated in writing. The order of succession will skip any individual in an acting capacity and move to the next individual that is not in an acting capacity.
 - c. The line of succession included herein is for emergency purposes and does not preclude the Administrator, Principal Deputy Administrator, Deputy Administrator, or Associate Administrator, as appropriate, from designating in writing an official chosen to perform selected routine responsibilities while temporarily on scheduled travel or leave.

- d. In the event that NNSA is incapacitated and Headquarters personnel are unavailable or incapable of deploying to the Germantown Alternate Operating Facility the Devolution of Control and Direction contained in the DOE COOP Plan will become effective. In this situation, Headquarters senior leadership, leadership responsibility, and essential functions will devolve to a designated Devolution of Operations site, which may be different for each office, as identified with an asterisk (*) in the Lines of Succession below. If a site has not been identified, the NNSA Albuquerque Complex is the Remote Alternate Operating Facility.

6. LINES OF SUCCESSION.

- a. Administrator. In the event the Administrator dies, resigns, or is otherwise unable to perform the functions and duties of the office, the following officials, in the order indicated, shall perform the functions and duties temporarily, until the absence or disability ceases:
- (1) Principal Deputy Administrator (serves in an acting capacity)
 - (2) Deputy Administrator for Defense Programs
 - (3) Deputy Administrator for Defense Nuclear Nonproliferation
 - (4) Deputy Administrator for Naval Reactors
 - (5) Associate Administrator for Infrastructure and Operations
 - (6) Deputy Under Secretary for Counterterrorism
 - (7) Chief of Staff
 - (8) Principal Assistant Deputy Administrator (ADA) for Military Application
 - (9) Principal ADA for Defense Programs
 - (10) Principal ADA for Defense Nuclear Nonproliferation
 - (11) Associate Administrator for Emergency Operations
 - (12) Associate Administrator for Defense Nuclear Security
 - (13) Associate Administrator for Management and Budget
 - (14) Associate Administrator for Acquisition and Project Management
 - (15) Associate Administrator for Safety and Health

- (16) Associate Administrator for Information Management and Chief Information Officer
 - (17) ADA for Secure Transportation*
- b. Deputy Administrator for Defense Programs (NA-10). In the event the Deputy Administrator dies, resigns, or is otherwise unable to perform the functions and duties of the office, the following officials, in the order indicated, shall perform the functions and duties temporarily, until the absence or disability ceases:
- (1) Principal ADA for Military Applications
 - (2) Principal ADA for Defense Programs
 - (3) ADA for Stockpile Management
 - (4) ADA for Research, Development, Test Capabilities and Evaluation
 - (5) ADA for Major Modernization Programs
 - (6) ADA for Secure Transportation*
 - (7) ADA for Program Integration
 - (8) ADA for Systems Engineering and Integration
- c. Deputy Administrator for Defense Nuclear Nonproliferation (NA-20). In the event the Deputy Administrator dies, resigns, or is otherwise unable to perform the functions and duties of the office, the following officials, in the order indicated, shall perform the functions and duties temporarily, until the absence or disability ceases:
- (1) Principal ADA for Defense Nuclear Nonproliferation (serves in an acting capacity)
 - (2) Chief Operating Officer
 - (3) ADA for International Material Protection & Cooperation
 - (4) ADA for Global Threat Reduction Initiative
 - (5) ADA for Defense Nonproliferation Research & Development
 - (6) ADA for Nonproliferation & International Security
 - (7) ADA for Fissile Materials Disposition
 - (8) Supervisory General Engineer, Savannah River Site*

- d. Associate Administrator for Emergency Operations (NA-40). In the event the Associate Administrator dies, resigns, or is otherwise unable to perform the functions and duties of the office, the following officials, in the order indicated, shall perform the functions and duties temporarily, until the absence or disability ceases:
- (1) Deputy Associate Administrator for Emergency Operations (serves in an acting capacity)
 - (2) Director, Emergency Response
 - (3) Director, Render Safe Program
 - (4) Director, National Technical Nuclear Forensics
 - (5) Director, Emergency Management Policy and Implementation
 - (6) Manager, Nevada Field Office*
 - (7) Manager, Los Alamos Field Office*
 - (8) Manager, Livermore Field Office*
 - (9) Manager, Sandia Field Office*
 - (10) Manager, NNSA Production Office*
- e. Associate Administrator for Defense Nuclear Security (NA-70). In the event the Associate Administrator dies, resigns, or is otherwise unable to perform the functions and duties of the office, the following officials, in the order indicated, shall perform the functions and duties temporarily, until the absence or disability ceases:
- (1) Deputy Associate Administrator for Defense Nuclear Security (serves in an acting capacity)
 - (2) Director, Security Operations and Programmatic Planning
 - (3) Director, Nuclear Materials Integration
 - (4) Director, Resource Management
 - (5) Director, Personnel and Security Clearances*
 - (6) Director, Classification and Special Access

- f. Associate Administrator and Deputy Under Secretary for Counterterrorism and Counterproliferation (NA-80). In the event the Associate Administrator and Deputy Under Secretary dies, resigns, or is otherwise unable to perform the functions and duties of the office, the following officials, in the order indicated, shall perform the functions and duties temporarily, until the absence or disability ceases:
- (1) Deputy Associate Administrator for Counterterrorism and Counterproliferation (serves in an acting capacity)
 - (2) Director, Nuclear Threat Science
 - (3) Director, Counterterrorism Policy and Cooperation
- g. Associate Administrator for Infrastructure and Operations (NA-00). In the event the Associate Administrator dies, resigns, or is otherwise unable to perform the functions and duties of the office, the following officials, in the order indicated, shall perform the functions and duties temporarily, until the absence or disability ceases:
- (1) Deputy Associate Administrator for Infrastructure and Operations (serves in an acting capacity)
 - (2) Manager, NNSA Production Office*
- h. Associate Administrator for External Affairs (NA-EA-1). In the event the Associate Administrator dies, resigns, or is otherwise unable to perform the functions and duties of the office, the following officials, in the order indicated, shall perform the functions and duties temporarily, until the absence or disability ceases:
- (1) Deputy Associate Administrator for External Affairs (serves in an acting capacity)
 - (2) Director, Congressional Affairs
 - (3) Director, Public Affairs
 - (4) Director, Intergovernmental Affairs
- i. General Counsel (NA-GC-1). In the event the General Counsel dies, resigns, or is otherwise unable to perform the functions and duties of the office, the following officials, in the order indicated, shall perform the functions and duties temporarily, until the absence or disability ceases:
- (1) Deputy General Counsel for Procurement, Intellectual Property and Technology Transfer

- (2) Deputy General Counsel for General Law
 - (3) Deputy General Counsel for Operations*
- j. Associate Administrator for Acquisition and Project Management (NA-APM-1). In the event the Associate Administrator dies, resigns, or is otherwise unable to perform the functions and duties of the office, the following officials, in the order indicated, shall perform the functions and duties temporarily, until the absence or disability ceases:
- (1) Deputy Associate Administrator for Acquisition and Project Management (serves in an acting capacity)*
 - (2) Director, Acquisition Management
 - (3) Director, Enterprise Project Management
- k. Associate Administrator for Management and Budget (NA-MB-1). In the event the Associate Administrator dies, resigns, or is otherwise unable to perform the functions and duties of the office, the following officials, in the order indicated, shall perform the functions and duties temporarily, until the absence or disability ceases:
- (1) Deputy Associate Administrator for Financial Management (serves in an acting capacity)
 - (2) Deputy Associate Administrator for Human Capital and Leadership Development
 - (3) Director, Office of Human Capital Management
 - (4) Director, Office of Business Operations
 - (5) Deputy Associate Deputy Administrator for Financial Management
 - (6) Director, Office of Field Financial Management*
- l. Associate Administrator for Information Management and Chief Information Officer (NA-IM-1). In the event the Associate Administrator dies, resigns, or is otherwise unable to perform the functions and duties of the office, the following officials, in the order indicated, shall perform the functions and duties temporarily, until the absence or disability ceases:
- (1) Deputy Associate Administrator for Information Management and Deputy Chief Information Officer (CIO) (serves in an acting capacity)
 - (2) Director for Policy and Governance

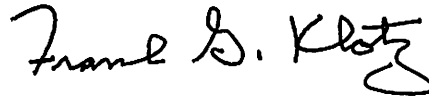
- (3) Director for IT and Cyber Operation
- (4) Chief Technology Officer*
- m. Associate Administrator for Safety and Health (NA-SH-1). In the event the Associate Administrator dies, resigns, or is otherwise unable to perform the functions and duties of the office, the following officials, in the order indicated, shall perform the functions and duties temporarily, until the absence or disability ceases:
 - (1) Deputy Associate Administrator for Safety and Health (serves in an acting capacity)
 - (2) Supervisor, Office of Nuclear Safety
 - (3) Supervisor, Office of Corporate Management Systems*
 - (4) Supervisor, Office of Safety Analysis*
 - (5) Supervisor, Office of Occupational Health*
 - (6) Supervisor, Office of Operations and Safety Engineering*

7. REFERENCES.

- a. 5 U.S.C. § 3345, Acting Officer.
- b. Title XXXII of P.L. 106-65, National Nuclear Security Administration Act, as amended, which established a separately organized agency within the Department of Energy.
- c. Executive Order 12656, *Assignment of Emergency Preparedness Responsibilities*, November 18, 1988, as amended.
- d. Federal Continuity Directive 1 (FCD 1) dated October 2012.
- e. DOE O 100.1E, *Secretarial Succession, Threat Level Notification, and Successor Tracking*, Admin Chg 1, dated January 28, 2013.
- f. DOE O 150.1A, *Continuity Programs*, dated March 31, 2014.
- g. DOE Continuity of Operations (COOP) Plan, dated April 2013.

8. CONTACT. Office of Emergency Management (NA-40), 301-903-5886.

BY ORDER OF THE ADMINISTRATOR:

A handwritten signature in black ink that reads "Frank G. Klotz". The signature is written in a cursive style with a large, stylized "K" and "t".

Frank G. Klotz
Administrator