

BUSINESS OPERATING PROCEDURE

BOP-40.001C

Approved: 2-25-16

LINES OF SUCCESSION



**NATIONAL NUCLEAR SECURITY ADMINISTRATION
Office of Emergency Operations**

CONTROLLED DOCUMENT
AVAILABLE ONLINE AT:
<http://hq.na.gov>

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

printed copies are uncontrolled

THIS PAGE INTENTIONALLY LEFT BLANK

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 that senior leadership in key positions are unable to perform the functions and duties of their office.
2. CANCELLATION. BOP-40.001B, *Lines of Succession*, dated 9-3-14.
3. APPLICABILITY.
 - a. NNSA Federal: 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. The dissolution of, or internal reorganizations within, NNSA elements required that the BOP be updated. The lines of succession for the Offices of Infrastructure and Operations (NA-00) and Safety and Health (NA-SH) were replaced with the line of succession for the Office of Safety, Infrastructure and Operations (NA-50). The lines of succession for the Offices of the Administrator (NA-1), Defense Programs (NA-10), Defense Nuclear Nonproliferation (NA-20), Emergency Operations (NA-40), Defense Nuclear Security (NA-70), Counterterrorism and Counterproliferation (NA-80), General Counsel (NA-GC), and Information Management (NA-IM) were updated.
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 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, their responsibilities, and essential functions will devolve to a designated Devolution of Operations site, 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
 - (2) Deputy Administrator for Defense Programs
 - (3) Deputy Administrator for Defense Nuclear Nonproliferation
 - (4) Deputy Administrator for Naval Reactors
 - (5) Chief of Staff
 - (6) Associate Administrator for Management and Budget
 - (7) Associate Administrator for Safety, Infrastructure and Operations
 - (8) Associate Administrator for Acquisition and Project Management
 - (9) Associate Administrator and Deputy Under Secretary for Counterterrorism and Counterproliferation
 - (10) Associate Administrator for Emergency Operations
 - (11) General Counsel
 - (12) Principal Assistant Deputy Administrator (ADA) for Military Application
 - (13) Principal ADA for Defense Programs
 - (14) Principal ADA for Defense Nuclear Nonproliferation

- (15) Associate Administrator for Defense Nuclear Security
 - (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 Major Modernization Programs
 - (5) ADA for Research, Development, Test and Evaluation
 - (6) ADA for Strategic Partnership Programs
 - (7) ADA for Decision Support
 - (8) ADA for Secure Transportation*
 - (9) 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
 - (2) ADA for Defense Nuclear Nonproliferation Research and Development
 - (3) ADA for Global Material Security
 - (4) ADA for Material Management and Minimization
 - (5) ADA for Nonproliferation and Arms Control
 - (6) Chief Operations Officer
 - (7) 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
 - (2) Director, Office of Plans and Policy
 - (3) Director, Office of Consolidated Emergency Operations Center
 - (4) Director, Administration, Finance and Acquisition
 - (5) Director, Office of Operations and Exercises
- e. Associate Administrator for Safety, Infrastructure and Operations (NA-50). 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) Principal Deputy Associate Administrator for Safety, Infrastructure and Operations
 - (2) Deputy Associate Administrator for Safety
 - (3) Deputy Associate Administrator for Infrastructure
 - (4) Deputy Associate Administrator for Enterprise Stewardship*
- f. 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
 - (2) Director, Office of Security Operations and Programmatic Planning
 - (3) Director, Office of Resource Management and Mission Support
 - (4) Director, Office of Personnel and Facility Clearances and Classification*
- g. 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
 - (2) Director, Office of Nuclear Threat Science
 - (3) Director, Office of Nuclear Incident Policy and Cooperation
 - (4) Director, Office of Nuclear Forensics
- h. 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*
 - (2) Director, Office of Acquisition Management
 - (3) Director, Office of Enterprise Project Management
- i. 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:
- (4) Deputy Associate Administrator for External Affairs
 - (5) Director, Office of Congressional Affairs
 - (6) Director, Office of Public Affairs
 - (7) Director, Office of Intergovernmental Affairs
- j. 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:
- (8) Deputy General Counsel for Procurement, Intellectual Property and Technology Transfer
 - (9) Deputy General Counsel for General Law and Litigation

- (10) Assistant General Counsel for Litigation*
 - (11) Assistant General Counsel for Intellectual Property and Technology Transfer*
 - k. 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) Director, Office of Policy and Governance
 - (2) Director, Office of Cyber Security and Information Technology Operations
 - (3) Deputy Director, Office of Cyber Security and Information Technology Operations *
 - l. 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:
 - (4) Deputy Associate Administrator for Financial Management
 - (5) Deputy Associate Administrator for Human Capital and Leadership Development
 - (6) Director, Office of Human Capital Management
 - (7) Director, Office of Business Operations
 - (8) Deputy Associate Deputy Administrator for Financial Management
 - (9) Director, Office of Field Financial Management*
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 Change 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:



Frank G. Klotz
Administrator