NNSA POLICY LETTER

BOP-40.001

Approved: 02-05-09

LINES OF SUCCESSION



NATIONAL NUCLEAR SECURITY ADMINISTRATION Office of Emergency Operations

LINES OF SUCCESSION

1. <u>PURPOSE</u>. Federal agencies are required to establish and maintain orders of succession for key positions. This Business Operating Policy establishes the lines of succession for the NNSA in the event the NNSA COOP Plan is activated or an emergency requiring immediate decision-making arises.

2. <u>CANCELLATIONS</u>.

- a. NAP-2B, Establishment of Line of Succession for the Administrator, National Nuclear Security Administration, dated November 9, 2004.
- b. NAP-10A, Line of Succession for the Deputy Administrator for Defense Programs (NA-10), National Nuclear Security Administration, dated November 9, 2004.
- c. NAP-11A, Line of Succession for the Deputy Administrator for Defense Nuclear Nonproliferation (NA-20), National Nuclear Security Administration, dated November 9, 2004.
- d. NAP-12A, Line of Succession for the Associate Administrator for Infrastructure and Environment, NNSA (NA-50), National Nuclear Security Administration, dated November 9, 2004.
- e. NAP-13A, Line of Succession for the Associate Administrator for Management and Administration, NNSA (NA-60), National Nuclear Security Administration, dated November 9, 2004.
- f. NAP-15, Line of Succession for the Associate Administrator for Emergency Operations, NNSA (NA-40), National Nuclear Security Administration, dated November 9, 2004.
- g. NAP-16A, Line of Succession for the Chief Defense Nuclear Security, NNSA (NA-70), National Nuclear Security Administration, dated February 7, 2007.
- 3. <u>APPLICABILITY</u>. The provisions of this BOP apply to all of the Administration's organizations and elements.

4. <u>REFERENCES</u>.

a. 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.

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- b. Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities," November 18, 1988.
- c. Federal Continuity Directive (FCD 1) dated February 2008.
- d. 5 USC 3345, Government Organization and Employees.
- e. DOE Order 150.1, dated May 8, 2008
- f. DOE Continuity of Operations (COOP) Plan, dated September 2006.

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, 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 in the Lines of Succssion below). If a site has not been identified, the NNSA Service Center is the Remote Alternate Operating Facility.

6. <u>LINES OF SUCCESSION</u>.

a. <u>Administrator</u>. 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:

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- (1) Principal Deputy Administrator (NA-2) (serves in an acting capacity)
- (2) Deputy Administrator for Defense Programs (NA-10)
- (3) Deputy Administrator for Defense Nuclear Nonproliferation (NA-20)
- (4) Deputy Administrator for Naval Reactors (NA-30)
- (5) Deputy Under Secretary for Counterterrorism (NA-4)
- (6) Chief of Staff
- (7) Principal Assistant Deputy Administrator (ADA) for Military Application (NA-10)
- (8) ADA for Nuclear Safety & Operations (NA-17)
- (9) ADA for Science, Engineering & Production Programs (NA-12)
- (10) ADA for Strategic Planning, Resources & Integration (NA-14)
- (11) ADA for Secure Transportation (NA-15)
- (12) Associate Administrator for Emergency Operations (NA-40)
- (13) Associate Administrator for Defense Nuclear Security (NA-70)
- (14) Associate Administrator for Management and Administration (NA-60)
- (15) Associate Administrator for Infrastructure and Environment (NA-50)
- b. <u>Deputy Administrator for Defense Programs (NA-10)</u>. 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 Application (NA-10) (serves in an acting capacity)
 - (2) ADA for Nuclear Safety & Operations (NA-17)
 - (3) ADA for Science, Engineering & Production Programs (NA-12)
 - (4) ADA for Strategic Planning, Resources & Integration (NA-14)

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- (5) ADA for Secure Transportation (NA-15)
- (6) Director, Office of Military Application and Stockpile Operations (NA-122)
- (7) Director, Office of Facility and Infrastructure Acquisition and Operation (NA-172)
- c. <u>Deputy Administrator for Defense Nuclear Nonproliferation (NA-20)</u>. 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 Assistant Deputy Administrator (serves in an acting capacity)
 - (2) Chief Operating Officer
 - (3) ADA for International Material Protection & Cooperation (NA-25)
 - (4) ADA for Global Threat Reduction (NA-21)
 - (5) ADA for Nonproliferation Research & Development (NA-22)
 - (6) ADA for Nuclear Risk Reduction (NA-23)
 - (7) ADA for Nonproliferation & International Security (NA-24)
 - (8) ADA for Fissile Material Disposition (NA-26)
- d. <u>Associate Administrator for Emergency Operations (NA-40)</u>. 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 Emergency Response (NA-42)
 - (3) Director, Office of Emergency Management (NA-41)
 - (4) Render Safe Program Manager (NA-42)
 - (5) Director, Office of Emergency Management Implementation (NA-43)

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- (6) Manager, Nevada Site Office
- (7) Manager, Los Alamos Site Office
- (8) Manager, Livermore Site Office
- (9) Manager, Sandia Site Office
- e. <u>Associate Administrator for Infrastructure and Environment (NA-50)</u>. 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 Environment
 - (2) Director, Office of Infrastructure and Facilities Management (NA-52)
 - (3) Director, Office of Environmental Projects and Operations (NA-56)
 - (4) Director, Office of Project Management and Systems Support (NA-54)
 - (5) Manager, Nevada Site Office
 - (6) Manager, Los Alamos Site Office
 - (7) Manager, Livermore Site Office
 - (8) Manager, Sandia Site Office
- f. <u>Associate Administrator for Management and Administration (NA-60).</u> 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 Management and Administration
 - (2) Director, Office of Business Operations (NA-66)
 - (3) Director, Office of Human Capital Management Programs (NA-64)
 - (4) Director, Office of Planning, Programming, Budget and Evaluation (NA-62)

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- (5) Director, Office of Acquisition and Supply Management (NA-63)
- (6) Director, Service Center
- (7) Director, Field Financial Management, Service Center
- g. <u>Associate Administrator for Defense Nuclear Security (NA-70)</u>. 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 Field Support (NA-72)
 - (3) Director, Office of Security Operations and Performance Assurance (NA-71)
 - (4) Director, Security Operations Division (NA-711)
 - (5) Director, Office of Resource Management (NA-70.1)
 - (6) Associate Director, Office of Federal Service, NNSA Service Center
- 7. <u>CONTACT</u>. Al Cerrone, NA-40, (301) 903-5886.

BY ORDER OF THE ADMINISTRATOR:

THOMAS P. D'AGOSTINO

Administrator