

Appendix D: Delegation of Authority and Succession for Key Positions in NARA

1. To ensure there is an orderly and predefined transition of leadership and delegation of authority within NARA during any emergency, succession orders and delegations of authority for key positions must be planned and documented in advance and in accordance with applicable laws. The Archivist has determined that the key positions identified in paragraph 2 below to be critical to agency operations in any given emergency situation such as a continuity event. Orders of succession and delegations of authority are an essential part of NARA’s continuity plans and should reach to a sufficient depth and have sufficient breadth – at least three positions deep and geographically dispersed where feasible – to ensure NARA can perform its essential functions while remaining a viable part of the government during any emergency. Pre-planned orders of succession and delegations of authority for key positions will be included as part of NARA’s vital records and available at all continuity facilities in the event the continuity plan is activated.
  
2. Key Positions requiring pre-planned Orders of Succession and Delegations of Authority

<b>DELEGATIONS OF AUTHORITY AND SUCCESSION</b>	
<b>ORG CODE</b>	<b>TITLE OR POSITION</b>
<b>N</b>	<b>Archivist of the United States</b>
ND	Deputy Archivist of the United States
NCON	Director of Congressional Affairs
NEEO	Equal Employment Opportunity Office
NGC	General Counsel
NHPRC	Director of National Historical Publications and Records Commission
OIG	Inspector General
<b>S</b>	<b>Chief of Staff</b>
SC	Communications and Marketing Division

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<b>ORG CODE</b>	<b>TITLE OR POSITION</b>
<b>V</b>	<b>Chief Innovation Officer</b>
VI	Digitization Division
VE	Digital Engagement Division
VH	Innovation Hub
VS	Business Architecture, Standards, and Authorities Division
VM	Project Management Division
<b>C</b>	<b>Chief Operating Officer</b>
CM	Corporate Records Management Staff
<b>F</b>	<b>Director of the Federal Register</b>
FL	Legal Affairs and Policy Division
FP	Publications and Services Division
FD	Development, Digital Strategy, and Analytics Division
<b>A</b>	<b>Executive for Agency Services</b>
AC	Chief Records Officer
AF	Director of the Federal Records Centers Program
AISOO	Director of the Information Security Oversight Office

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<b>R</b>	<b>Executive for Research Services</b>
RD	Access Coordinator - Washington, DC
RE	Access Coordinator - East
RL	Access Coordinator - St. Louis
RM	Access Coordinator - Midwest
RW	Access Coordinator - West
RX	Preservation Programs Division
<b>L</b>	<b>Executive for Legislative Archives, Presidential Libraries, and Museum Services</b>
LL	Director of the Center for Legislative Archives
LM	Director of the Presidential Materials Division
LP	Director of Presidential Libraries
<b>M</b>	<b>Chief of Management and Administration</b>
<b>H</b>	<b>Chief Human Capital Officer</b>
HP	Labor/Employee Relations, Benefits & Performance Management Division
HT	Talent Acquisition Division

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<b>I</b>	<b>Executive for Information Services</b>
I	Deputy CIO for Customer Services Delivery
I	Associate CIO for Product Services Delivery
I	Associate CIO for Portfolio and Investment Services Delivery
I	Chief Technology Officer for Cyber and Technology Services Delivery
IS	Cyber Security & Information Assurance Division
IO	Service Operations Delivery Division
<b>B</b>	<b>Executive for Business Support Services</b>
BQ	Field Support Management Division
BF	Facility and Property Management Division
BX	Security Management Division
<b>Z</b>	<b>Chief Acquisition Officer</b>
<b>X</b>	<b>Chief Financial Officer</b>