



FEDERAL EMERGENCY MANAGEMENT AGENCY

| | Date | Number |
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| INSTRUCTION | August 25, 2000 | NETC 1031.1 |

Succession of Functions within the U.S. Fire Administration

1. Purpose. This instruction designates officials and continues procedures for designating the order of succession of officials to exercise the powers and duties of the Chief Operating Officer.
2. Applicability and Scope. The provisions of this instruction apply to all elements within the United States Fire Administration (USFA).
3. Supersession. The provisions of this instruction supersede the NETC Instruction, Succession of Functions within USFA, dated July 30, 1999.
4. References. FEMA Instruction 1030.1, dated January 15, 1991.
5. Policy.
 - a. Succession to the Functions of the Chief Operating Officer, USFA. In the absence or disability of the Chief Operating Officer or a vacancy in that position, the incumbents in the following positions, if available, shall exercise the powers and duties, as permitted by law, of the Chief Operating Officer, USFA:
 - (1) Assistant Administrator, NETC Management and Operations; and
 - (2) Superintendent, National Fire Academy.
 - b. Personnel occupying the above positions shall designate two levels of succession (if available) to their respective positions from directly subordinate positions. Such designations will not lead, in turn, to secondary succession to the functions of Chief Operating Officer, USFA, inasmuch as personnel succeed to these functions in the sequence enumerated above by virtue of the positions they regularly and individually occupy.
 - c. Successors. Successors to the position of Chief Operating Officer shall exercise the authorities and functions of the Chief Operating Officer's position until relieved by an unimpaired official higher in the sequence of succession, the incumbent of the position, or a specifically assigned successor designated by cognizant authority.
6. Submission of Other Succession List. The incumbents listed in subparagraph 5.a. must submit a list of successors to their positions to the Assistant Administrator, NETC Management and Operations, within 10 days of the effective date of this instruction.

Ronald P. Face, Jr.
Assistant Administrator
NETC Management and Operations
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