



United States Department of Agriculture

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Notice ODA-2016-2

**TO:** FGIS Executive Management Team

**FROM:** Randall D. Jones  
Deputy Administrator

**SUBJECT:** Protocol for Acting Deputy Administrator

**1. PURPOSE**

This notice provides guidance regarding the selection and authority of the Acting Deputy Administrator (ADA) when the Deputy Administrator (DA) is unavailable for an extended period of time.

**2. ACTION**

The delegation of authority for the DA will first be selected from program Directors. If there are not any Directors available, then a senior staffer will be selected.

**3. AUTHORITY**

Matters that are generally reserved for the DA's review and approval will only be handled by the ADA in extraordinary and emergency situations. The ADA will only address and act upon these matters if circumstances are such that a decision must be made immediately and postponing a decision for action by the DA upon his return would result in significant and substantial harm to program operations. In addition, matters relating to budget and finances will require the review and concurrence of the Executive Program Analyst prior to action by ADA.