

ORDEN ADMINISTRATIVA 09-01

Adopción de la Norma sobre Orden Sucesoral como Orden Administrativa

Por la presente se adopta como Orden Administrativa 2009-01, la Política Pública de la Administración de Asuntos Federales de Puerto Rico sobre Orden Sucesoral y Delegación de Autoridad para Puestos, adoptada el 9 de julio de 2009, en el idioma inglés y bajo el Título de "Succession Order and Delegation of Authorities for Named Positions".

El contenido de la misma se incorpora a ésta por referencia y anejándose a ésta copia de la misma.

Esta adopción de esta política como Orden Administrativa, será efectiva desde hoy, 14 de diciembre de 2009.



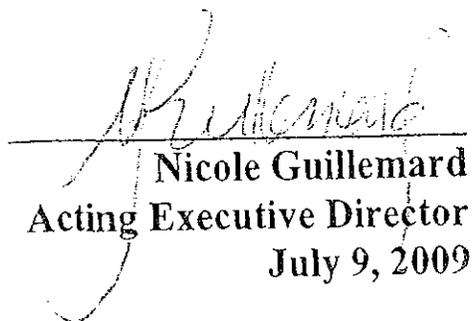
Nicole Guillemard

Directora Ejecutiva



**Puerto Rico Federal Affairs Administration
Office of the Governor**

**Succession Order
and
Delegation of Authorities for Named Positions**


Nicole Guillemard
Acting Executive Director
July 9, 2009

1. Purpose

This is a succession order and a delegation of authority for named positions for the continuity of essential functions of officials at the Puerto Rico Federal Affairs Administration (PRFAA) in case of absence, the inability of the incumbent to act during emergencies, disasters and vacancy in office.

2. Succession Order / Delegation

- I. In case of the Executive Director's death, resignation, or inability to perform the functions of the Office, the orderly succession of officials can be found in Annex 1.
- II. I hereby delegate to the officials occupying the identified positions in the order listed Annex 1, my authority to exercise the powers and perform the functions and duties of my office, to the extent not otherwise prohibited by law, in the event of death, resignation, absence or inability to act during an emergency or disaster, and until that condition ceases.
- III. Only officials specifically designated in the order of succession for each of the names positions in Annex 1 are eligible. Persons appointed on an acting basis, or on some other temporary basis, are ineligible to serve as a successor; therefore, the order of succession would fall to the next designated official in the approved order of succession.
- IV. The prohibition on any re-delegation of powers, authorities, functions and duties contained in directives, management directives, instructions, manuals, or similar internal documents is not applicable to restrict the authority of any individual who is exercising the authority of a vacant position under this delegation.
- V. Nothing in this delegation is intended to limit my discretion, as Executive Director to depart from this delegation.
- VI. The Director of Human Resources, in consultation with the Office of the General Counsel, is responsible for maintaining a current list of incumbents holding all positions identified in Annex 1.

3. Authorities

Act 77 of June 19, 1979, as amended, 3 L.P.R.A. section 1701-1708

Article 3. Director and Deputy Director: appointment

The executive functions of the Administration shall be performed by a Director; who shall be appointed by the Governor of Puerto Rico, and shall perform his duties at his will and in accordance with his instructions.

The Director may designate a Deputy Director, who shall perform the duties assigned by the Director. In the absence or temporary disability of the Director; the Deputy Director shall perform all the functions and duties of the Director as Acting Director. In the case of the death, resignation or removal of the Director, the Deputy Director shall perform all his functions and duties as Acting Director, until his successor is designated.

Article 5. General functions, powers and duties of the Director;

The functions, powers and duties of the Director; in addition to those conferred by this chapter or any other laws, shall be those listed below, without being a limitation:

....

(b) act as the Administration's chief executive officer, establish its internal organization, designate the necessary assistant officers needed, and plan, direct and supervise the operation thereof;

....

(d) approve regulations for the operation of the Administration;

....

**Succession Order for Delegation of Authority by the Executive Director of the
Puerto Rico Federal Affairs Administration (PRFAA)**

1. Deputy Executive Director
2. Director, Administration, Budget and Finance
3. General Counsel
4. Director, Human Resources
5. Legislative Director
6. Director, Federal Proposals
7. Director, Budget and Finance
8. Senior Legal Counsel
9. Director, Strategic Communications
10. Regional Director, New York Office