



# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



## SUBJECT: Formal Delegation of Authority During Absence of Senior University Officials

### Instruction 5104

(PRS)

#### ABSTRACT

This Instruction defines Senior Administrative Officials (SAO) of the Uniformed Services University of the Health Sciences (USUHS) and its schools and establishes procedures for the delegation of authority during the absence of an SAO.

#### **A. Reissuance and Purpose.**

1. This Instruction cancels USUHS Procedure 5104<sup>a</sup> and PPM 90-002<sup>b</sup>. This Instruction also implements DoD Directive 5105.45<sup>c</sup>, USUHS Instruction 5004<sup>d</sup>, and specifies the line of authority.

2. This Instruction sets forth the general procedures for delegation of authority, and to assure the administration, that the acting designee and department/activity members are informed as to the specific individual(s) who is(are) responsible for and has(have) the authority to act during the absence of an SAO.

#### **B. References. See Enclosure.**

**C. Applicability.** This Instruction is applicable to all USUHS SAOs.

#### **D. Policy and Guidelines.**

1. Any time an SAO is to be absent from the Washington area for more than one working day, an appropriate individual will be designated, in writing,

as having authority and responsibility during the interval of absence (for any type of approved leave). The delegation of authority will be distributed electronically, with an official signed copy kept on file.

2. The designation must be specific and submitted for each time interval. The assumption that the Vice Chair, Deputy, or equivalent automatically has the authority/responsibility is not sufficient.

3. The individual designated as "Acting" will be:

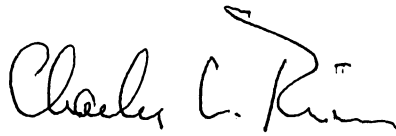
a. A member of the USUHS faculty or staff with a primary appointment in the department/activity concerned.

b. Aware of the activities of the department/activity and its Chair or activity head.

c. At the appropriate professional level.

4. SAO includes the President, Vice Presidents, Deans, Brigade Commander, Commandant, Associate and Assistant Deans, Departmental Chairs, General Counsel, and Activity Directors.

**F. Effective Date.** This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "Charles L. Rice, M.D.", with a stylized flourish at the end.

Charles L. Rice, M.D.  
President

Enclosure:  
References

## REFERENCES

- (a) USUHS Procedure 5104, "Formal Delegation of Authority During Absence of Deans/Chairpersons," dated November 8, 1995 (hereby cancelled)
- (b) University PPM 90-002, "Formal Delegation of Authority During Absence of Vice President, Deans, Chairs, and Activity Heads," dated June 14, 1990 (hereby cancelled)
- (c) DoD Directive 5105.45, "Uniformed Services University of the Health Sciences (USUHS)," dated May 17, 1999
- (d) USUHS Instruction 5004, "General Procedures and Delegation of Authority," dated January 3, 1990