



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

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

Instruction 5104

(PRS)

APR - 8 2015

ABSTRACT

This Instruction defines Senior University Officials of the Uniformed Services University of the Health Sciences (USU) and its schools and establishes procedures for the delegation of authority during the absence of these senior officials.

A. Reissuance and Purpose.

1. This Instruction cancels USU Procedure 5104A and PPM 90-002B. This Instruction also implements DoD Directive 5105.45, USU Instruction 5004D, 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 their absence.

B. References. *See Enclosure 1.*

C. Applicability. This Instruction is applicable to all USU Senior University Officials.

D. Definition. Senior University Officials include the President, Vice Presidents, Deans, Director of AFRRI, Brigade Commander, General Counsel and Department Chairs/Directors.

E. Policy and Guidelines.

1. Any time a senior official is absent from the Washington, D.C. area for more than two working days, or as otherwise determined to be necessary, an appropriate individual will be designated, in writing (*see Enclosure 2*), as having authority and responsibility of the position during the interval of absence (for any type of approved leave or official travel).

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 and responsibility is not sufficient.

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

a. A member of the USU faculty or staff with a primary appointment in the school or department concerned.

b. Aware of the activities of the department and its Chair/Director.

c. At the appropriate professional level.

F. Effective Date. This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "Charles L. Rice", with a long horizontal line extending to the right.

Charles L. Rice, MD
President

Enclosures:

1. References
2. Sample Memo

REFERENCES

- (a) USU Instruction 5104, "Formal Delegation of Authority During Absence of Senior University Officials," dated November 27, 2009 (cancelled)
- (b) USU PPM 90-002, "Formal Delegation of Authority During Absence of Vice President, Deans, Chairs, and Activity Heads," dated June 14, 1990 (cancelled)
- (c) DoD Directive 5105.45, "Uniformed Services University of the Health Sciences (USUHS)," dated November 21, 2003 (cancelled Jan 2007)
- (d) USU Instruction 5004, "General Procedures and Delegations of Authority," dated January 3, 1990 (cancelled April 11, 2000)

SAMPLE MEMO



OFFICE OF THE
PRESIDENT
(301) 295-3013

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4712
<http://www.usuhs.mil>



May 2, 2014

MEMORANDUM FOR ACTING VICE PRESIDENT, EXTERNAL AFFAIRS
ACTING VICE PRESIDENT, RESEARCH
VICE PRESIDENT, FINANCE &
ADMINISTRATION
SENIOR VICE PRESIDENT, UNIVERSITY
PROGRAMS
VICE PRESIDENT, INTERNATIONAL
AFFAIRS AND AFFILIATION
CHIEF OF STAFF
ASSISTANT TO THE PRESIDENT FOR
SPECIAL PROJECTS
DEAN, SCHOOL OF MEDICINE
DEAN, GRADUATE SCHOOL OF
NURSING
GENERAL COUNSEL
BRIGADE
COMMANDER
DIRECTOR, AFRRI
CHIEF OF STAFF, HEALTH
AFFAIRS ACTING DIRECTOR,
SECURITY

SUBJECT: Designation of Acting President

The undersigned will be away from the office Monday, 5 May 2014.
Colonel Lester Huff will serve as Acting President. While serving as Acting
President, he will have both the responsibility and authority of the position.

Charles L. Rice, MD President

Learning to Care for Those in Harm's Way