



Continuity of Operations Delegation of Authority Worksheet

For your organization’s critical functions, indicate the primary authority (e.g. decision-making, procurement) and the order of succession in case the primary authority is unavailable.

Functions	Primary Authority	Secondary Authority	Tertiary Authority
<i>Example: Radiology</i>	<i>Dr. Jones</i>	<i>Dr. Smith</i>	<i>Nurse Watson</i>

This job aid is a component of the free, on-demand CDC training course “Laboratory Continuity of Operations.” Find the course at <https://reach.cdc.gov/training>.