**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.

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| **Functions** | **Primary Authority** | **Secondary Authority** | **Tertiary Authority** |
| *Example*: | *Radiology* | *Dr. Jones* | *Dr. Smith* | *Nurse Watson* |
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This job aid is a component of the free, on-demand CDC training course “Laboratory Continuity of Operations.” Find the course at <https://www.cdc.gov/labtraining>.