

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

OAS 1080.1C
April 15, 2024

GSA ORDER

SUBJECT: Order of Succession - Chief Administrative Services Officer (CASO)

1. Purpose. This Order designates officials to serve as Acting Chief Administrative Services Officer (CASO) during any period in which the CASO has died, resigned, or otherwise has become unable to perform the functions and duties of the CASO. This will assure continuity of responsibility, which may be critical in emergency situations.
2. Background. GSA Order ADM 2430.1A, The U.S. General Services Administration Continuity Program, outlines GSA's continuity requirements, and identifies each GSA component's responsibilities to ensure resilience and continued performance of GSA's functions.
3. Cancellation. This Order cancels and supersedes OAS 1080.1B, dated August 1, 2023.
4. Revision. This Order replaces number 3 in the succession order from the Region 6 Regional Workplace Services Program Manager with the National Director- Workplace Services Division.
5. Chief Administrative Services Officer. The following identifies the order of succession for OAS, CASO.
 - a. Deputy Chief Administrative Services Officer - Office of Internal Acquisition, Office of Executive Secretariat, Office of Travel and Charge Card Services, Office of Presidential & Congressional Agency Liaison Services
 - b. Deputy Chief Administrative Services Officer - Office of Workplace Management and Services
 - c. National Director - Workplace Services Division

This order of succession applies to the permanent incumbent of each position rather than to anyone who may be temporarily occupying a position. Regarding anyone serving as Acting Deputy Chief Administrative Services Officer - Office of Workplace Management and Services, Section 5a of this Order applies and authorizes that official to assume the position of Acting CASO.

6. Exercise of Authority. An official serving as Acting CASO shall, in that capacity, exercise all the authorities and perform all the functions of the office of the CASO, in addition to performing regularly assigned duties. Should the CASO become incapacitated and unable to perform the duties of the position during a disaster or national emergency, the above officials, in the order listed, shall also have full program responsibility for OAS's essential support activities.

7. Signature.

/S/_____

BOB STAFFORD
Chief Administrative Services Officer