

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

SDBU 1080.1A
July 29, 2024

GSA ORDER

SUBJECT: Order of Succession – Office of Small and Disadvantaged Business Utilization (OSDBU)

1. Purpose. This Order establishes the order of succession for the General Services Administration, OSDBU.
2. Cancellation. This Order cancels GSA Order SDBU 1080.1.
3. Nature of Revision. This Order specifies those officials designated to act during the absence or incapacity of the Associate Administrator.
4. Designations. In order to ensure at all times an official with appropriate authority, the following officials are designated to serve as Acting Associate Administrator of OSDBU, in the following order if the Associate Administrator of OSDBU becomes incapacitated, resigns, or is otherwise unable to perform the functions and duties of the position. This will also apply to the order of succession for devolution. Each designee shall act with the full authority and responsibility of the Associate Administrator of OSDBU. In the event that the official designated is not available, the next designated official will act. This Order of Succession replaces any previous OSDBU Order of Succession.
 - (1) Chief of Staff (E)
 - (2) Director, Small Business Advocacy & Engagement East Division (EC)
 - (3) Supervisory Small Business Specialist (ES4)
 - (4) Program Analyst (E)
 - (5) Management and Program Analyst (E)

This Order of Succession applies to the permanent incumbent of each position rather than to anyone who may be temporarily occupying a position. In the event that an official is serving in an acting capacity, the designation will pass to the next-designated permanent incumbent. Further, each official shall act only if the immediately preceding official has died, becomes incapacitated, resigns, or is otherwise unable to perform the

functions and duties of the OSDBU Associate Administrator.

5. Exercise of Authority. An official serving as Acting Associate Administrator shall, in that capacity, exercise all the authorities and perform all the functions and duties of the office of the Associate Administrator.

6. Signature.

/S/ _____

Exodie Roe III

Associate Administrator

Office of Small and Disadvantaged Business Utilization