



**DEPARTMENT OF  
THE TREASURY**

**Alcohol and Tobacco  
Tax and Trade Bureau**

**ORDER**

**TTB O 1100.5C**

**Subject: Delegation Order - Emergency Order of  
Succession and Delegation of Authority**

**Date: 7/12/2024  
Sunset Review: 7/12/2029**

**To: All Bureau Supervisors.**

**1. Purpose.**

This Delegation Order establishes the Alcohol and Tobacco Tax and Trade Bureau's (TTB) emergency order of succession and provides the necessary delegation of authority to ensure the continuity of TTB functions during emergencies.

**2. Authority.**

Section 1111(d) of the Homeland Security Act of 2002 established the Tax and Trade Bureau within the Department of the Treasury. Treasury Order No. 120-1 designates the Tax and Trade Bureau as the Alcohol and Tobacco Tax and Trade Bureau. It grants the Administrator full authority, powers, and duties to administer TTB affairs and to perform TTB functions, including, without limitation, all management and administrative authorities and responsibilities similarly granted and assigned to Bureau Heads or Heads of Bureaus in Treasury Orders and Treasury Directives. In addition to section 1512(a) of the Homeland Security Act of 2002 (the "savings clause"), this Order affirms and ratifies any action taken that is consistent with what is prescribed in this Order.

**3. Cancellation.**

This Order supersedes TTB O 1100.5B Delegation Order - Emergency Order of Succession and Delegation of Authority, dated 2/11/2020.

#### **4. Delegations.**

- a. The officials listed below will succeed to the position of Acting Administrator in the order listed in any emergency situation in which the Administrator is unable to perform his or her duties.

(1) Deputy Administrator.

(2) Assistant Administrator (Management/CFO).

(3) Assistant Administrator (Permitting and Taxation).

(4) Assistant Administrator (Field Operations).

(5) Assistant Administrator (Headquarters Operations).

(6) Assistant Administrator (External Affairs/Chief of Staff).

(7) Assistant Administrator (Information Resources/CIO).

(8) Assistant Administrator (Analytics/CDO).

- b. If none of the officials listed in paragraph 4a. are available, further delegation is hereby given to all division directors to act as Administrator within their areas of jurisdiction to ensure the continuous performance of TTB functions. Execution of such authority under these circumstances will continue until an appropriate official affords relief.

- c. Delegation of authority to the above-cited individuals will remain in effect until notice is received from proper authority that it has been terminated.

Mary G. Ryan  
Administrator