

**AGENCY ANNEX B
AGENCY OF ADMINISTRATION**

I. MISSION

To provide centralized support services to all agencies and departments of state government as well as providing selected services to Vermont municipalities and Vermont citizens. The Agency also exists to ensure that the fiscal resources of the state are properly managed.

II. AUTHORITY

Title 3, Chapter 45 sets forth the organization and responsibilities of the Agency and the departments within the Agency (Finance & Management, Tax, Human Resources, Information and Innovation, Buildings and General Services, and Libraries). Each individual department Annex should be referred to for their specific statutory authority.

III. SITUATION AND ASSUMPTIONS

State agency and department heads and their staffs develop, plan and train to internal policies and procedures to meet preparedness, mitigation, response and recovery needs as identified in this plan including annexes, appendices, tabs and other supporting documents including the State Hazard Mitigation Plan. Training includes not only what may be accomplished within the agency but multi-level, interagency training and exercises to develop and maintain necessary capabilities.

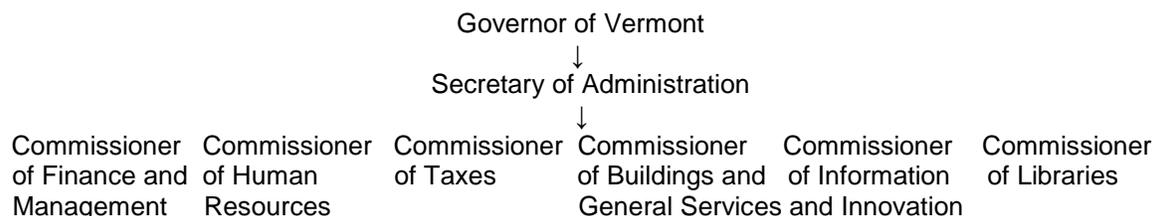
In emergency-disaster situations, the Agency's role is to provide coordination and administrative support to other responding state organizations.

Major disasters declared by the President may create the need for further administrative duties associated with the responsibilities of the Governor's Authorized Representative (GAR). The Governor will appoint a GAR for each declared Major Disaster to manage the delivery of Federal and State disaster assistance to eligible local governments. The Secretary of Administration may be selected for that position. The Governor's Authorized Representative executes all official documents associated with the delivery of Federal assistance. The Deputy Secretary may be designated as the Assistant GAR. Additional support of the GAR may be drawn from several sources.

The situation and assumptions in section ii of the Base Plan also apply.

IV. ORGANIZATION AND RESPONSIBILITIES

The following chart outlines the emergency response organization of the Agency:



The Agency of Administration is a support agency for State Support Function #3 (Public Works & Engineering), State Support Function #5 (Emergency Management, Recovery & Mitigation) and State Support Function #14 (Public Information) and assumes the responsibilities as outlined in those annexes. The Agency is also a participating agency in the Recovery and Restoration Multi-Agency Coordination Group as designated in the Disaster Recovery and Restoration Annex.

V. IMPLEMENTATION

This Annex will be implemented with the assigned responsibilities by means of direct coordination from the Commissioner, Department of Public Safety or Director, VEM with the Secretary and/or upon the order of the Governor within the framework of the State Emergency Operations Plan (SEOP).

VI. ADMINISTRATION

The Secretary is responsible for the execution of the overall emergency response of the Agency.

VII. CONTINUITY OF GOVERNMENT

In accordance with the provisions of title 20, “agency heads will in addition to any deputy authorized pursuant to law, designate by title three emergency interim successors and specify their order of succession. These designations shall, each year, be reviewed and revised, as necessary, to ensure their current status.”

Line of succession for the Agency of Administration is as follows:

Deputy Secretary

Commissioner of Finance and Management

Commissioner of Taxes