



**UNITED STATES DEPARTMENT OF EDUCATION
THE SECRETARY**

December 13, 2005

MEMORANDUM

TO: Principal Officers
Executive Director, Advisory Committee on Student Financial Assistance
Director, National Institute for Literacy
Executive Director, National Assessment Governing Board

FROM: The Secretary

SUBJECT: Delegation of Authority for Approving Requests by Advisory and
Operational Committees to Hold Meetings at Other than Headquarters
Locations

I. DELEGATION

Under the authority vested in me by Section 412 of the Department of Education Organization Act, Public Law 96-88, 20 U.S.C. §3472, I hereby delegate to you, your successor in function, or to anyone serving for you in an acting capacity, the authority to approve requests by Advisory Committees/Boards/Councils/Commissions and the Department's operational committees who work on programs and activities under the jurisdiction of your respective areas of functional responsibility, to hold meetings at other than Headquarters locations, with the reservations cited below.

II. RESERVATIONS

When an Assistant Secretary or his/her equivalent is a member (including ex-officio) or chairperson of an advisory or operational committee, the authority to approve non-Headquarters location sites for meetings is reserved to the Director, White House Liaison, Office of the Secretary.

III. REDELEGATIONS

This authority may not be redelegated.

IV. CERTIFICATION AND EFFECTIVE DATE

This delegation is effective upon certification by the Department's Principal Delegations Control Officer and supersedes all previous delegations of this authority. When this authority is exercised, the approving authority shall provide a copy of the meeting request and approval to the Committee Management Officer in the Office of the Secretary. I hereby ratify actions within the scope of this delegation taken by the addressees prior to the date of certification.

/s/

Margaret Spellings

cc: All Designated Federal Officials for Advisory Committees
All Directors of Operational Committees
White House Liaison, OS

Attachment

OGC Clearance and Date: /s/ David Berthiaume, 12/2/2005

Certified Date: 12/13/2005

Departmental Delegations Control Officer: /s/ Naty G. Beetle

Control Number: **EA/GEN/10**

ATTACHMENT

GUIDANCE FOR APPROVING COMMITTEE'S REQUEST TO MEET AT OTHER THAN HEADQUARTERS LOCATION

In determining whether or not to approve a committee's request to meet at other than a Headquarters location, the following factors and requirements should be taken into consideration:

- Meetings of Department advisory and operational committees should be held at Headquarters. If it is necessary to hold the meeting at a different location, approval must be obtained at the Assistant Secretary or equivalent level.

It is not this Department's policy to rule out automatically any particular location as a meeting site. However, it is the responsibility of all who approve meetings to avoid—**both in fact and in appearance**—an impression that Federal funds are being used to finance holidays or junkets for employees and members of committees. Accordingly, meeting sponsors shall not hold meetings at resort areas to which the general public is attracted because of recreational facilities, unless that area is the location **best** suited for the purpose of the meeting in terms of program needs and cost factors.

- In certain instances, meetings at Headquarters may not be cost-efficient. Committees should be encouraged to consider travel and fuel savings provided by requesting a meeting site most conveniently located to all committee members, as long as the policy set forth in the first item is not violated.
- Meeting site selection shall be in accordance with Federal Property Management Regulations, regarding maximum use of Government-leased or -owned buildings.
- Provisions of Federal travel regulations apply to attendance of advisory and operational committee meetings.