

MEMORANDUM

TO: Director, Facilities Services
FROM: Assistant Secretary for Management
SUBJECT: Delegation of Authority

I. DELEGATION

Under the authority vested in me by a delegation of authority from the Secretary, EA/EM/310, dated January 26, 2006, and ACS Directive OM 4-117, Scheduling and Use of the Headquarters Auditoriums for ED-Sponsored Conferences and Meetings, I hereby delegate to you the authority to determine whether to approve or disapprove, following the criteria set forth in the ACS Directive, all requests for waivers to procure external conference/meeting space.

Unless otherwise noted in future delegations of authority, amendments to the authority delegated herein are included within the scope of this delegation.

II. RESERVATIONS

The authority to make decisions on any appeals is reserved to the Chief of Staff, Office of Management.

III. REDELEGATION

This authority may not be redelegated.

IV. CERTIFICATION AND EFFECTIVE DATE

This delegation is effective upon certification by the Department's Principal Delegation Control Officer. I hereby ratify actions within the scope of this delegation taken by you prior to the date of certification.

-S-

Winona H. Varnon
Delegated the Authority to
Perform the Functions and
Duties of the Assistant
Secretary for Management

OGC Clearance and Date: Deborah Friendly 2/21/13

Certified Date: February 22, 2013
Departmental Delegations Control Officer: Bruce Monblatt
Control Number: EM/EM/397