



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF MANAGEMENT

MEMORANDUM

TO: Chief of Staff, Office of Management

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 decide, following the criteria set forth in the ACS Directive, appeals of denials of initial 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 initial requests for waivers to procure external conference/meeting space is reserved to the Director, Facilities Services, 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.

CERTIFIED DATE:

Annex Nonnem 2/28/13
Departmental Delegations Control Officer

EM 1GM 1398
Control Number

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