



**UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF MANAGEMENT**

**MEMORANDUM**

**TO:** OM Service Area Directors  
(Addressee List Below)

**FROM:** The Assistant Secretary for Management

**SUBJECT:** Delegation of Authority to Approve Flexiplace Work Agreements

**I. DELEGATION**

Under the authority vested in me by a delegation from the Secretary, delegation EA/EM/310, certified on May 5, 2006, and in accordance with Personnel Management Instruction 368-1, Flexiplace Program, I delegate to you the authority to review and approve Flexiplace work agreements, for employees within your respective areas of responsibility. This delegation is effective immediately until further notice.

**II. RESERVATIONS**

Unless otherwise noted in existing or future delegations of authority, the following are not delegated:

- A. the authority to sign Federal Register notices;
- B. the authority to appoint, and fix compensation of, members of advisory councils; and
- C. unless otherwise provided by law, the authority to submit reports to the Congress or the President.

**III. REDELEGATION**

No further redelegation of the authority is authorized.

IV. CERTIFICATION AND EFFECTIVE DATE

The delegation is effective upon certification of the Department's Delegations Control Officer. It supersedes delegation EM/GEN/368. I hereby ratify actions within the scope of this delegation taken by you prior to certification of this delegation.

-s-

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Winona Varnon  
Principal Deputy Assistant Secretary  
for Management

ADDRESSEE LIST

Executive Officer, Executive Office  
Director, Equal Employment Opportunity Services  
Director, Facilities Services  
Director, Management Services  
Chief Human Capital Officer, Human Capital and Client Services  
Director, Office of Hearings and Appeals  
Director, Security Services  
Director, Information Management and Privacy Services

Certification Date: 3/28/11

Departmental Delegations Control Officer: Bruce L. Monblatt

Control Number: **EM/GEN/389**