

## MEMORANDUM

TO: Director, Alternative Dispute Resolution Center

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.

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-s-  
Winona Varnon  
Principal Deputy Assistant Secretary  
for Management

Certified Date: 7/14/2011

Departmental Delegations Control Officer: /s/ Bruce Monblatt

Control Number: EM/GEN/389A