



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

MEMORANDUM

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

FROM: Director, Human Resources Services
Office of Management

SUBJECT: Delegation of Authority

I. **DELEGATION**

By the authority vested in me by a delegation of authority from the Assistant Secretary for Management, Delegation Control Number EM/EMH/318, I hereby delegate to you, and to anyone serving for you in an acting capacity, the authority under 5 U.S.C. §2903 to administer oaths of office to members of advisory and other committees who receive administrative support from your Principal Office, or your respective functional area of responsibility.

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

II. **RESERVATIONS**

Before administering any oath of office, you must confirm that the President has issued a Commission, or the Secretary has issued an appointment letter to the committee member, or that Congress has appointed the committee member.

III. **REDELEGATION**

Subject to applicable provisions of law, this authority may be redelegated in accordance with the Administrative Communications System directive, OM: 1-102, Delegations of Authority.

IV. CERTIFICATION AND EFFECTIVE DATE

This delegation is effective upon certification by the Department's Principal Delegations Control Officer and supersedes delegation EMH/GEN/6.

I hereby ratify actions within the scope of this delegation taken by the addressees prior to certification of this document.

/s/
Lizanne B. J. Stewman

OGC Clearance and Date: /s/ David Berthiaume, 3/28/2008

Addressee List:

Deputy Secretary
Under Secretary
Assistant Secretary for Civil Rights
Assistant Secretary for Planning, Evaluation, and Policy Development
Inspector General
General Counsel
Assistant Secretary for Special Education and Rehabilitative Services
Chief Information Officer
Assistant Secretary for Legislation and Congressional Affairs
Chief Financial Officer
Chief Operating Officer, Federal Student Aid
Assistant Secretary for Communications and Outreach
Assistant Secretary for Postsecondary Education
Assistant Deputy Secretary for Safe and Drug-Free Schools
Director, Institute of Education Sciences
Assistant Secretary for Elementary and Secondary Education
Assistant Deputy Secretary and Director, Office of English Language
Acquisition, Language Enhancement, and Academic Achievement for
Limited English Proficient Students
Assistant Deputy Secretary for Innovation and Improvement
Assistant Secretary for Vocational and Adult Education

Certified Date: 4/8/2008

Departmental Delegations Control Officer: /s/ Naty G. Beetle
Control Number; EMH/GEN/13