MEMORANDUM

TO: Addressees

FROM: The Secretary

SUBJECT: Delegation of Authority

I. DELEGATION

Under the authority vested in me by section 412 of the Department of Education Organization Act (DEOA), 20 U.S.C. Section 3472, Public Law 96-88, I hereby delegate to you, your successor in function, or anyone acting for you, the authority to accept, pursuant to section 421 of the DEOA, 20 U.S.C. Section 3481, Public Law 96-88, as amended by Public Law 103-382, gifts of travel provided by a Department of Education (ED) employee for his or her own official travel. Unless otherwise noted in future delegations of authority, legislative amendments to the authority delegated herein are included within the scope of this delegation.

II. RESERVATIONS

Gifts of travel provided by an ED employee for his or her own official travel may be accepted only in accordance with the attached Department standards for acceptance of such gifts. Gifts covered by this delegation that have a fair market value over $500 may only be accepted with concurrence from the Office of General Counsel. This delegation does not delegate the authority to accept gifts of travel from non-Federal sources pursuant to 31 U.S.C. Section 1353.

III. REDELEGATION

This authority may not be redelegated.

IV. CERTIFICATION AND EFFECTIVE DATE

This delegation is effective upon certification by the Department's Principal Delegations Control Officer.

(Signed)
Richard W. Riley

OGC Clearance and Date: /s/ R. Wexler, 11/7/95

Certification Date: 11/7/95

Certified by Departmental Delegations Control Officer: /s/ Naty Beetle

Control Number: EA/GEN/varied3

Addressees and PO Control No.

EA/EB/136 – Deputy Secretary
EA/EC/184 – Assistant Secretary for Civil Rights
EA/EE/14 – Under Secretary
EA/EF/82 – Inspector General
EA/EG/76 – General Counsel
EA/EH/68 – Assistant Secretary for Special Education and Rehabilitative Services
EA/EJ/27 - Assistant Secretary for Legislation and Congressional Affairs
EA/EK/85 - Assistant Secretary for Intergovernmental and Interagency Affairs
EA/EL/55 – Chief Financial Officer
EA/EM/238 – Director of the Office of Management
EA/EP/242- Assistant Secretary for Postsecondary Education
EA/ES/51 - Assistant Secretary for Elementary and Secondary Education
EA/ET/41 - Director, OBEMLA
EA/EV/51 - Assistant Secretary for Vocational and Adult Education

EA/EI/2 - Chief Information Officer
EA/EN/2 - Chief Operating Officer, Federal Student Aid
EA/EQ/2 - Deputy Under Secretary for Safe and Drug-Free Schools
EA/ER/1 – Director, Institute of Education Sciences
EA/EU/2 - Deputy Under Secretary for Innovation and Improvement

ATTACHMENT

Standards for Accepting Gifts of Official Travel Provided by the Traveling Department of Education Employee

In considering whether to accept a gift of official travel from the traveling employee, the following standards must be met:

1) The timing of the travel will not cause a reasonable person with knowledge of the relevant facts to conclude that the primary purpose of the trip is personal, such as a vacation;

2) The travel is an event, such as a conference, forum, or training event, the attendance at which is not required by law;
3) While attending the event, the employee will not participate in duties that are required by law;

4) There is no comparable event available within the employee's duty station;

5) Personal payment of the event has not been suggested by the employee's supervisor(s);

6) Attendance at the event has not been required by the employee's supervisor(s); and

7) The employee's payment for official travel expenses is completely voluntary.