

**APPENDIX B. U.S. DEPARTMENT OF ENERGY FORM 3304.2,
APPROVAL OF EXPERT OR CONSULTANT EMPLOYMENT REQUEST**

DOE F 3304.2
(01-07)

**U.S. DEPARTMENT OF ENERGY
APPROVAL OF EXPERT OR CONSULTANT EMPLOYMENT REQUEST**

1. Name of Expert or Consultant:

2. Organization:

9. Current Employment (*position, company, and location*):

3. Action Requested:

- (a) Expert (b) Appointment/Reappointment
 Consultant Extension

4. Hourly Rate of Pay:

10. Home Address (*city, state, and zip code*):

5. Nature of Appointment:

- Full Time Part Time Intermittent

6. Period for Which Services Are Desired:

_____ To _____

11. Official Worksite (*where services are to be performed*):

7. Estimated Number of Days to Be Worked:

FOR USE OF APPROVING OFFICE ONLY

8. Number of Days Worked Under Present Appointment:
(*Extension Only*)

12. APPROVALS

Conflict of Interest Clearance
Approved: _____

Security Clearance Required (Y/N) _____

13. Description of Services Required:

14. Justification for this Expert/Consultant Action and Qualifications of Candidate Related to Need for Appointment:

(Continued on Reverse)

Name of Expert/Consultant _____

APPROVAL OF EXPERT OR CONSULTANT EMPLOYMENT REQUEST

In approving the filling of this (*Consultant/Expert*) position without regard to the laws and regulations governing appointments in the competitive civil service, and in approving the rate of pay set for this position without regard to the classification and pay laws, I am satisfied myself that:

- a. the position is necessary;
- b. the position is a “Consultant/Expert position” as defined by 5 CFR Part 304;
- c. (*check blocks 1 or 2 below, as appropriate*)
 - 1. the work of this Consultant:
 - (a) is temporary in nature (e.g., will not exceed 1 year, and requires irregular or occasional services),
 - (b) requires a high level of expertness not available in the regular work force,
 - (c) is of a purely advisory nature, and
 - (d) does not include the performance or supervision of operating functions;
 - 2. the work of this Expert:
 - (a) is temporary in nature (e.g., will not exceed 1 year, and requires irregular or occasional services),
 - (b) requires a high level of expertness not available in the regular work force, and
 - (c) requires the services of an authority in the field of _____ ;
- d. this authority is the most appropriate appointing authority for meeting the Department’s needs;
- e. the proposed appointee’s qualifications meet the definition of Expert of Consultant in 5CFR Part 304;
- f. the daily rate intended to be paid the proposed appointee is commensurate with the level of the work he is to perform and his qualifications for work;
- g. the documentation of this action is in compliance with the rules and regulations of the Office of Personnel Management and with the Department’s policies and directives; and
- h. the signed form will be maintained by the Human Resources Office.

CERTIFIED: (Initiator)	Signature: Title (<i>Typed</i>):	Date:
CONCURRED: (Assistant Secretary or equivalent)	Signature: Title (<i>Typed</i>):	Date:
APPROVED: (Human Resources)	Signature: Title (<i>Typed</i>):	Date: