

REQUEST FOR APPOINTMENT OR RENEWAL OF APPOINTMENT OF CONSULTANT OR EXPERT	APPOINTMENT	REQUEST DATE (YYMMDD)
	RENEWAL	

PART I - REQUESTING AUTHORITY

1. NAME OF PROPOSED APPOINTEE <i>(Last, First, Middle Initial)</i>	2. OFFICE OR COMMITTEE TO WHICH APPOINTED
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3. ESTIMATED NUMBER OF DAYS TO BE WORKED DURING APPOINTMENT YEAR	4. PROPOSED COMPENSATION PER DAY OR INDICATE IF WOC	5. PROPOSED EOD DATE (YYMMDD)
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6. COMPLETE FOR RENEWAL APPOINTMENT OF CONSULTANT OR EXPERT

a. NUMBER DAYS WORKED IN PRIOR APPOINTMENT YEAR	b. NUMBER DAYS TO BE WORKED	c. PROPOSED RATE OF PAY
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7. DUTIES OF CONSULTANT OR EXPERT *(Describe the duties in sufficient detail to (1) Permit a positive determination that the position actually requires a consultant or expert; (2) Determine whether or not a possible conflict of interest might exist; and (3) Explain the need for the appointment to the Secretary of Defense. If individual is to be a member of an advisory group established by law or by DoD Directive or Instruction, cite name of advisory group, law, or defense issuance in lieu of the list of duties or services.)*

8. NUMBER OF MILITARY OR CIVILIAN PERSONNEL IN YOUR ORGANIZATION NOW PERFORMING THE SAME OR SIMILAR FUNCTION PROPOSED FOR NOMINEE *(Include full or part time personnel.)*

9. DESCRIBE THE NEED FOR ESTABLISHING FUNCTION *(If new or for additional support to established function, state why the services cannot be procured through regular civil service procedures; and why presently employed military or civilian personnel cannot perform the function. Not required for Advisory Group members.)*

10. DESCRIBE NOMINEE'S BACKGROUND AND EXPERIENCE AS IT RELATES TO THE REQUIREMENTS OF THIS APPOINTMENT (Attach completed SF-171, Personnel Qualifications Statement.)

11. IN ACCORDANCE WITH DOD DIRECTIVE 4205.2, I HAVE SATISFIED MYSELF THAT:

- a. The position is necessary;
- b. This is a consultant/expert position;
- c. The proposed appointee meets the definition of "consultant/expert" and does, in fact, possess the kind and level of expertise to render the services the agency seeks;
- d. The work is temporary in nature; that is, will not exceed one year; requires services only irregularly (*with no regular tour of duty*) or occasionally; is of a purely advisory nature, and does not include the performance of supervision of operating functions;
- e. This authority is the most appropriate appointment authority for meeting the agency's needs;
- f. The daily rate intended to be paid the proposed appointee is commensurate with the level of work to be performed and the individual's qualifications for the work;
- g. This appointment complies with DoD Directive 5500.7; and presents no conflict of interest; and
- h. Required documentation is in order and a favorable security/suitability determination has been rendered.

i. SIGNATURE OF HEAD OF ACTIVITY

j. ACTIVITY REQUESTING APPOINTMENT

PART II - COORDINATION (If required by submitting activity)

12. SECURITY AUTHORITY

a. SIGNATURE

b. DATE SIGNED (YYMMDD)

13. BUDGET AND FINANCE AUTHORITY

a. SIGNATURE

b. DATE SIGNED (YYMMDD)

14. STANDARDS OF CONDUCT AUTHORITY

a. SIGNATURE

b. DATE SIGNED (YYMMDD)

15. PERSONNEL AUTHORITY

a. SIGNATURE

b. DATE SIGNED (YYMMDD)

PART III - APPROVAL AUTHORITY FOR APPOINTMENTS IN DEPARTMENTAL SERVICE

In approving the filling of this 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 have considered the requirements of law (5 U.S.C. 3109), relevant Comptroller General decisions, FPM Chapter 304, and DoD Directive 4205.2.

16. DIRECTOR, ADMINISTRATION AND MANAGEMENT OR DESIGNEE

a. SIGNATURE

b. DATE SIGNED (YYMMDD)