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Processing Consultant Work Authorization

I. Purpose:

This procedure describes how to process a work authorization request for consultants.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. Steps:

1. Receive request for consultant work authorization paper work:
 - Consultant agreement request must be in place; see Form 1098 on the LANL home page.
 - You will need the dates the consultant will be traveling and working.
2. Complete consultant work authorization (Form #1643).
3. Give completed Form 1643 to requester for review and to Team Leader for approval.
4. Handcarry to Group Office for Group Leader's signature.
5. Make appropriate copies to be stored at the following locations:
 - TWPO files
 - EES-2 Group Office
6. Mail the original to BUS-5/CCS, MS P274.
7. Follow up within two days to verify that the paper work has been received by BUS-5.
8. Notify the consultant that the paper work is in process.

V. References:

None.

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VI. Attachments:

None.