Print

DOE F 3304.2
(08-93)

U.S. DEPARTMENT OF ENERGY
QUARTERLY REPORT
EXPERT OR CONSULTANT APPOINTMENT

FY _____

☐ 1st Quarter
☐ 2nd Quarter
☐ 3rd Quarter
☐ 4th Quarter

1. Organization:	2. Name of Expert or Consultant:
3. Period of Appointment:	4. Estimated Number of Days to be Worked Under This Appointment:
5. Total Number of Days That Have Been Worked to This Date:	6. Number of Days Worked in Quarter:
7. Title of Position: ☐ Consultant ☐ Expert	8. Salary Rate:
9. If Terminated, Give Date:	10. Total Salary Paid During Quarter:

11. The Following Duties Were Performed by the Expert or Consultant During His/Her Past 90 Days:

RECERTIFICATION

In verifying the continuance of this consultant or expert position without regard to the laws and regulations governing appointments in the competitive Civil Service, and in verifying the rate of pay set for this position without regard to the classification and pay laws, I have considered the requirements set forth in the DOE 3304.1A which spells out the conditions under which a consultant or expert may be appointed without the prior approval of the Office of Personnel Management. More specifically, I have satisfied myself that:

(a) The position continues to be necessary

(b) The position is still a "consultant position" or "expert position" as defined in DOE 3304.1A

(c) The work remains temporary in nature, (i.e. it will not exceed 1 year, requires irregular or occasional services), and it requires a high level of expertise not available in the regular work force

(d) If a consultant position, it continues to be of a purely advisory nature; and does not include the performance or supervision of operating functions

(e) If an expert position, it continues to require the services of an authority in the field of _____

(f) The consultant or expert is performing in accordance with the duty statement for which hired; and

(g) This authority continues to be the most appropriate appointing authority for meeting the Department's need

12. Certification by Head of Immediate Employing Organization:

Signature _____ Date _____

13. Certification by Head of Organizational Element:

Signature _____ Date _____

14. Certification by Approving Official or Delegated Representative:

Signature _____ Date _____

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