

EXPERT CERTIFICATE		NAME OF PERSON (Last, First, Middle)
NATURE OF APPOINTMENT (Check appropriate box)	PROPOSED DURATION OF APPOINTMENT (Check appropriate box)	ORGANIZATION (Office of the FGIS official who will be responsible for utilizing the services of the expert)
<input type="checkbox"/> INITIAL <input type="checkbox"/> EXTENSION	<input type="checkbox"/> INTERMITTENT <input type="checkbox"/> REGULAR TOUR OF DUTY NOT EXCEEDING ONE YEAR	

REQUIREMENT: Each proposed appointment (and extension of appointment) of an expert must be reviewed by an appropriately designated official in terms of the (1) necessity for the position, (2) correctness of the judgment that the position requires the services of an expert, (3) propriety of its designation as temporary or intermittent, (4) soundness of the decision that this is the most appropriate appointing authority, (5) qualifications of the proposed appointee, (6) appropriateness of the proposed level of pay in relation to both the work to be performed and the qualifications of the proposed appointee, and (7) completeness of documentation.

SOURCE OF REQUIREMENT: Execution of an expert certificate as a pre-requisite to the appointment of an expert is required by the Office of Personnel Management, Federal Personnel Manual, Chapter 304, Appendix A.

CERTIFYING OFFICIAL: An FGIS management official who: (1) Possesses knowledge of the legal and other requirements applicable to expert and consultant appointments and extensions, and (2) has been delegated authority, by the FGIS Administrator, to give final approval to the selection; and is a high enough level to accept responsibility for an erroneous action.

CERTIFICATE

I certify that in approving the filling of this 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 have considered the requirements of law (5 U.S.C. 3109), relevant Comptroller General decisions, and the instructions of the Office of Personnel Management.

More specifically, I have satisfied myself that:

- (a) the position is necessary;
- (b) the position is an "expert position" as defined in FGIS Instruction 328-1, Appointment of Experts and Consultants and in Federal Personnel Manual Chapter 304;
- (c) the work (1) is temporary in nature (that is, will not exceed one year) or (2) requires services only irregularly (that is, with no regular tour of duty) or occasionally. (Line out (1) or (2), whichever does not apply.);
- (d) the work requires a high level of expertness not available in the regular work force, is of a purely advisory nature, and does not include the performance or supervision of operating functions;
- (e) this authority is the most appropriate appointing authority for meeting the agency's needs;
- (f) the proposed appointee meets the definition of "expert" in FPM Chapter 304 and FGIS Instruction 328-1 and does, in fact possess the kind and level of expertness that will permit him to render the services the agency seeks;
- (g) the daily rate intended to be paid the proposed appointee is commensurate with the level of the work he/she is to perform and his/her qualifications for the work; and
- (h) required documentation is in order.

TO BE COMPLETED BY OFFICIAL MAKING CERTIFICATION

Complete the certificate only if you understand the legal and regulatory provisions governing the appointment and utilization of experts. The appropriate servicing personnel officer should be contacted to make available this information.

NAME	TITLE
SIGNATURE	DATE

CONSULTANT CERTIFICATE		NAME OF PERSON (Last, First, Middle)
NATURE OF APPOINTMENT (Check appropriate box)	PROPOSED DURATION OF APPOINTMENT (Check appropriate box)	ORGANIZATION (Office of the FGIS official who will be responsible for utilizing the services of the consultant)
<input type="checkbox"/> INITIAL <input type="checkbox"/> EXTENSION	<input type="checkbox"/> INTERMITTENT <input type="checkbox"/> REGULAR TOUR OF DUTY NOT EXCEEDING ONE YEAR	

REQUIREMENT: Each proposed appointment (and extension of appointment) of a consultant must be reviewed by an appropriately designated official in terms of the (1) necessity for the position, (2) correctness of the judgment that the position requires the services of a consultant, (3) propriety of its designation as temporary or intermittent, (4) soundness of the decision that this is the most appropriate appointing authority, (5) qualifications of the proposed appointee, (6) appropriateness of the proposed level of pay in relation to both the work to be performed and the qualifications of the proposed appointee, and (7) completeness of documentation.

SOURCE OF REQUIREMENT: Execution of a consultant certificate as a pre-requisite to the appointment of a consultant is required by the Office of Personnel Management, Federal Personnel Manual, Chapter 304, Appendix A.

CERTIFYING OFFICIAL: An FGIS management official who: (1) Possesses knowledge of the legal and other requirements applicable to expert and consultant appointments and extensions, and (2) has been delegated authority, by the FGIS Administrator, to give final approval to the selection; and is a high enough level to accept responsibility for an erroneous action.

CERTIFICATE

I certify that in approving the filling of this consultant 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, and the instructions of the Office of Personnel Management.

More specifically, I have satisfied myself that:

- (a) the position is necessary;
- (b) the position is a "consultant position" as defined in FGIS Instruction 328-1, Appointment of Experts and Consultants and in Federal Personnel Manual Chapter 304;
- (c) the work (1) is temporary in nature (that is, will not exceed one year) or (2) requires services only irregularly (that is, with no regular tour of duty) or occasionally. (Line out (1) or (2), whichever does not apply.);
- (d) the work requires a high level of expertness not available in the regular work force, is of a purely advisory nature, and does not include the performance or supervision of operating functions;
- (e) this authority is the most appropriate appointing authority for meeting the agency's needs;
- (f) the proposed appointee meets the definition of "consultant" in FPM Chapter 304 and FGIS Instruction 328-1 and does, in fact possess the kind and level of expertness that will permit him to render the services the agency seeks;
- (g) the daily rate intended to be paid the proposed appointee is commensurate with the level of the work he/she is to perform and his/her qualifications for the work; and
- (h) required documentation is in order.

TO BE COMPLETED BY OFFICIAL MAKING CERTIFICATION

Complete the certificate only if you understand the legal and regulatory provisions governing the appointment and utilization of consultants. The appropriate servicing personnel officer should be contacted to make available this information.

NAME	TITLE
SIGNATURE	DATE

FGIS INSTRUCTION 328-1
EXHIBIT C

EXPERT OR CONSULTANT SUPPLEMENTAL INFORMATION
(Submit with SF-52, Request for Personnel Action)

NAME OF PERSON <i>(Last, First, Middle Initial)</i>	MAILING ADDRESS
TOTAL PERIOD FOR WHICH APPOINTMENT IS REQUESTED <i>(Entire year (365 days) or a shorter period)</i>	
APPROXIMATE NUMBER OF DAYS PERSON IS EXPECTED TO PERFORM SERVICES DURING THIS PERIOD	

SERVICES TO BE PERFORMED

EXPLAIN IN FULL THE SERVICES TO BE PERFORMED

SPECIFY WHAT DUTIES WILL BE ASSIGNED THAT WILL INVOLVE THE PERSON IN THE TRANSACTION OF BUSINESS ON BEHALF OF THE GOVERNMENT WITH ANY PROFIT OR NONPROFIT ORGANIZATION

SPECIFY WHAT DUTIES WILL BE ASSIGNED THAT WILL INVOLVE THE PERSON IN THE RENDERING OF ADVICE TO THE GOVERNMENT WHICH WILL HAVE DIRECT AND PREDICTABLE EFFECT ON THE INTERESTS OF ANY PROFIT OR NONPROFIT ORGANIZATION

SPECIAL QUALIFICATIONS OF THE PERSON RECOMMENDED FOR APPOINTMENT *(List those which relate specifically to the services to be performed)*

TITLE OF OFFICIAL AUTHORIZED TO REQUEST SERVICES

SIGNATURE

DATE