

**UNITED STATES  
DEPARTMENT OF THE INTERIOR**

**APPROVAL OF EXPERT OR CONSULTANT EMPLOYMENT REQUEST**

**INSTRUCTIONS:**

In accordance with 5 U.S. C. 3109, this DI Form will be used to request Departmental approval of appointments of Experts and/or Consultants. Three (3) copies will be submitted to the Office of Personnel. Annual reports are required by the Office of Personnel Management. They must include the number of days paid an Expert or Consultant; and the total amount paid during the calendar year. Payments do not include travel and related expenses. Bureaus are to ensure that accurate data is reported in the FPPS for Departmental retrieval.

1. Name of Expert or Consultant (Indicate (E) or (C)):	2. Social Security Number:
3. Bureau/Office:	4. Nature of Appointment:
5. Rate of Pay	6. Duty Station:
7. Regular Employment (position, company and location):	8. Home Address:
9. Describe clearly services to be performed (Appointment under these provisions apply only to 5 U.S.C. 3109, and not to <b>procurement</b> of expert and consultant services by <b>contract</b> ).	
10. Special qualifications of expert or consultant (list only qualifications which relate specifically to services to be performed).	

11. Indicate total period for which availability is desired. Estimate number of days individual is expected to perform services.	12. Estimated cost of services, status of allocated funds, etc.
13. Additional justification/comments/remarks.	

<b>CERTIFIED:</b>	SIGNATURE  <div style="text-align: right;">Bureau Head or Office Director</div>	DATE
<b>CONCUR:</b>	SIGNATURES  <div style="text-align: right;">Director of Personnel</div>	DATE
	  <div style="text-align: right;">Director, Office of Budget</div>	DATE
<b>APPROVED:</b>	SIGNATURE  <div style="text-align: right;">Assistant Secretary - Policy, Management and Budget</div>	DATE