

HUMAN RESOURCES SERVICES RESPONSIBILITIES

DATED: 11/18/2008

SUBJECT: EMPLOYMENT OF EXPERTS AND CONSULTANTS

1. PURPOSE. This document addresses responsibility and accountability and providing administrative guidance to Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to all expert and consultant appointments executed through personnel authorities delegated to ORO and Office of Scientific and Technical Information (OSTI).
3. RESPONSIBILITIES.
 - a. Manager, ORO; and Director, OSTI.
 - (1) Approve expert and consultant appointments.
 - (2) Serve as Reviewing Official for conflict-of-interest forms submitted by experts and consultants assigned to the Office of the Manager, ORO and OSTI, respectively.
 - b. ORO and OSTI Principal Staff.
 - (1) Certify that the proposed appointment or reappointment complies with governing regulations.
 - (2) Serve as Reviewing Officials for conflict-of-interest forms as follows:
 - (a) Assistant Managers and others at the first organizational level below the Manager, review the forms submitted by experts and consultants assigned to that specific organizational level.
 - (b) Officials at the second organizational level below the Manager review the forms submitted by experts and consultants assigned to all subordinate levels.
 - c. Chief Counsel.
 - (1) Concurs in the terms and conditions of Letters of Appointment.
 - (2) Reviews alleged violations and refers them to the DOE Inspector General or to the Department of Justice, as appropriate.
 - d. Director, Human Resources Division.
 - (1) Assures compliance with the requirements of DOE O 321.1.

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- (2) Coordinates Headquarters (HQ) approval of expert and consultant appointments made:
 - (a) In the Office of the Manager, ORO, or
 - (b) During the fourth fiscal quarter, at the first organizational level below the Manager, ORO.
- (3) Assures persons employed as experts and consultants are qualified to perform the duties of the positions to which they have been appointed.
- (4) Coordinates all appointments at organizations for which the ORO Human Resources Division serves as Servicing Human Resources Office (SHRO) with representatives at HQ in accordance with delegated personnel authorities.
- (5) Initiates or coordinates completion of forms required by DOE O 321.1, Chapter I, paragraph 4, *Required Forms*, and paragraph 7, *Termination*.
- (6) Issues all Letters of Appointment, including modifications as required, and officially notifies experts and consultants when appointments are terminated prior to the expiration of the appointment period.
- (7) Administers oath of office and executive appointment affidavits for experts and consultants employed by ORO and those organizations for which ORO serves as SHRO.
- (8) Provides data as requested by HQ counterparts to meet Office of Personnel Management reporting requirements.

4. REFERENCES.

- a. DOE F 3304.1, "Approval of Expert or Consultant Employment Request."