

U.S. Department of Energy

Oak Ridge Operations

ORO O 320
Chapter III

DATE: 09-30-96

SUBJECT: EMPLOYMENT OF EXPERTS AND CONSULTANTS

1. PURPOSE. This Chapter correlates to DOE O 321.2 (formerly DOE 3304.1A), EMPLOYMENT OF EXPERTS AND CONSULTANTS, dated June 23, 1992, which has now been renumbered in accordance with the new DOE Order Numbering System, as published in DOE M 251.1-1, Change 1, dated December 12, 1995. Nothing within the DOE Order has been changed at this point, but if a new DOE Order is published, it will be numbered in this manner. Until that time, the new number is assigned to the previous DOE Order. This new Oak Ridge Operations (ORO) Chapter assigns responsibility and accountability and provides administrative guidance to ORO and Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces OR 3304.1, EMPLOYMENT OF EXPERTS AND CONSULTANTS, dated June 8, 1981.
3. APPLICABILITY. The provisions of this Chapter apply to all expert and consultant appointments executed through personnel authorities delegated to ORO and OSTI.
4. RESPONSIBILITIES.
 - a. Manager, ORO and Manager, 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.
 - (3) Approve quarterly recertifications of ORO expert and consultant appointments in the Office of the Manager (DOE F 3304.2, "Quarterly Report," block 14).
 - b. Assistant Manager for Administration, ORO, and Assistant Manager for Resource Management, OSTI.
 - (1) Approve quarterly recertifications of ORO expert and consultant appointments outside of the Office of the Manager, and directs action to correct deficiencies, as required.
 - (2) Certify that each ORO quarterly review has been properly documented.
 - (3) Notify Headquarters (HQ) when expert or consultant appointments are terminated prior to the expiration of the appointment period.

c. ORO and OSTI Principal Staff.

- (1) Initiate DOE F 3304.1, "Approval of Expert or Consultant Employment Request," and 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, ORO, or the Manager, OSTI, review the forms submitted by experts and consultants assigned to that specific organizational level.
 - (b) Officials at the second organizational level below the Manager, ORO, or the Manager, OSTI, review the forms submitted by experts and consultants assigned to all subordinate levels.
- (3) Initiate quarterly recertifications of all expert and consultant appointments (DOE F 3304.2, block 12).

d. Chief Counsel.

- (1) Concurs in the terms and conditions of Letters of Appointment.
- (2) Reviews alleged violations of 19 CFR Part 1010, and refers them to the DOE Inspector General or to the Department of Justice, as appropriate.

e. Director, Personnel Division.

- (1) Coordinates 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.
- (2) 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.
- (3) Maintains documented records of each quarterly review for two years or until examined by Office of Personnel Management, whichever comes first.

5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES. 5 CFR Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.