

CONSULTANT/EXPERT PREAPPOINTMENT REVIEW CERTIFICATE

In proposing the filling of this consultant/expert position without regard to the laws and regulations governing appointments in the competitive service, and in setting the rate of pay 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 (OPM).

I have determined and certify that:

- (a) the position (_____) is necessary;
- (b) the position is a "consultant/expert position" as defined by OPM in FPM Chapter 304;
- (c) the work requires:
 - a high level of expertness not available in the regular workforce. These services are required on an irregular or occasional basis, i.e., not on any predetermined regular schedule, and do not include the supervision of operating functions.
 - a high level of expertness not available in the regular workforce. These services are required on a full-time basis for a period of one year or less and do not involve the supervision of operating functions.
 - a kind of experience or expertness not available in the regular workforce. These services are required on an irregular or occasional basis, i.e., not on any predetermined regular schedule, purely advisory in nature, and do not include the performance or supervision of operating functions.
 - a kind of experience or expertness not available in the regular workforce. These services are required on a full-time basis for a period of one year or less, purely advisory in nature, and do not involve the performance or supervision of operating functions.
- (d) this authority is the most appropriate appointment authority for meeting the needs of the **Office of** _____
- (e) the proposed appointee, _____, meets the OPM definition of a "consultant/expert" in FPM Chapter 304 and does, in fact, possesses the kind and level of experience and qualifications that will permit him/her to perform the required duties;
- (f) the daily rate intended to be paid the proposed appointee is commensurate with the level of work to be performed and the appointee's qualifications for the work; and
- (g) documentation required by FPM and DPM Chapter 304 in order.

Signature of Secretarial Officer

Date

APPROVED: _____