

## EMPLOYMENT OF EXPERTS AND CONSULTANTS

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### I. Purpose

This directive establishes Department of Homeland Security (DHS) policy regarding the employment of experts and consultants.

### II. Scope

This directive applies to all DHS organizational elements.

### III. Authorities

This directive is governed by numerous Public Laws and regulations, such as:

- A. 5 U.S.C. 3109
- B. 5 CFR part 304.101-108

### IV. Definitions

N/A

### V. Responsibilities

- A. The **Under Secretary for Management (or his/her designee)** shall:
  - 1. Ensure that the DHS complies with 5 U.S.C. 3109 and 5 CFR part 304.101-108 when administering rates of pay for experts and consultants.
  - 2. With respect to experts and consultants hired into the Headquarters, or other organizational elements not covered by an existing policy or currently not delegated authority in this area, ensure:
    - a. Compliance with the laws and regulations, cited above, applicable to the administration of rates of pay for experts and consultants.

b. Review and approve all requests for appointment of experts and consultants, and for changes in the pay of existing experts and consultants.

B. The **Under Secretary for Management**, through the **Chief Human Capital Officer**, shall be responsible for all aspects of this directive.

C. The **Chief Human Capital Officer** will establish permanent written procedures for appointing and administering rates of pay for experts and consultants. In the interim, this directive remains the policy for all DHS organizational elements.

## VI. Policy & Procedures

A. **Policy**: With respect to experts and consultants hired into other DHS elements, the existing policies of those elements will remain in effect until a unified policy can be developed.

B. **Procedures**: At the request of the Chief Human Capital Officer, organizational elements periodically shall provide a listing of current expert and consultant appointments. This report will provide the nature of the appointment, the name of the individual, the salary, a brief statement of the purpose, and the duration of the appointment.

C. **Questions or Concerns Regarding the Process**. Any questions or concerns regarding this directive should be addressed to the Office of the DHS Chief Human Capital Officer.