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	U·S·DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: PRC-2 Transmittal Number: 272 Date: 08/28/86

Subject: Hiring Consultants/Experts on OSMRE Payroll

Approval: Jed D. Christensen **Title:** Director

1. Purpose. This directive outlines the procedures to hire consultants/experts on the OSMRE payroll.

2. Definition. Consultants/experts as used in this directive applies only to those who are hired on OSMRE's payroll and does not apply to consultant services acquired through an OSMRE contract.

3. Policy/Procedure.

a. Concept. Congress sets an annual dollar limitation on consultant hires for the Department as a whole. The Department assigns a dollar ceiling on payments to consultants/experts that can be hired on OSMRE's payroll.

b. Responsibility. Assistant Director, Budget and Administration is responsible for managing the dollar ceiling and for coordinating the review and approval process for consultant appointments with the Department.

c. Procedures. The procedures for managing the assigned ceiling and for securing approval to employ consultants/experts are as follows:

Step 1. Before initiating a formal request to hire a consultant/expert, contact the Chief, Division of Budget, Planning and Management Analysis, FTS/202-343-4926 to determine availability of dollar ceiling.

Step 2. Prepare form (DI-370 Approval of Expert or Consultant Employment Request) and complete items 1-10 and 12. Also prepare an SF-52 (Request for Personnel Action).

Step 3. Submit DI-370, SF-52 and SF-171 to the Division of Personnel.

Step 4. The routine for approval is as follows:

1. Division of Budget, Planning, and Management Analysis. Item 11 of DI-370 is to be completed at this time.

2. Director, OSMRE

3. Assistant Secretary, Land and Minerals Management

4. Office of Personnel, Department of the Interior

5. Office of Budget, Department of the Interior

6. Assistant Secretary, Policy, Budget, and Administration (PBA).

Step 5. After review and approval by PBA, the Division of Personnel will complete the appointment and make distribution of copies of the referenced documents.

d. Limitations. There is a $15,000 ceiling on each individual per year and the maximum rate of pay per day is equivalent to a GS-15 step 10. A consultant/expert is not entitled to overtime pay.

4. Reporting Requirements. None.

5. References.

a. OMB Bulletin No. 78-11

b. Anti-Deficiency Act, Section 3679, Revised Statutes (31 U.S.C. 665(a))

6. Effect on Other Documents. Replaces OSMRE Directive PRC 2, dated March 12, 1980.

7. Effective Date. Upon issuance.

8. Contact.

a. Division of Budget, Planning and Management Analysis (202) 343-4926.

b. Division of Personnel - Branch of Policy and Evaluation (202) 343-4656.