



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Tuesday, January 19, 2010

MEMORANDUM FOR: Human Resources Directors

FROM: Nancy H. Kichak, Associate Director, SHRP

Subject: Report on Employment of Experts and Consultants

In accordance with 5 USC 3109(e), all Federal agencies must report on who they employed as an expert and consultant in their organizations. The report on the employment of experts and consultants for calendar year 2009 is due on February 26, 2010. This report should cover your entire department or agency. Please make sure you consolidate the data of your installations before you send the report to the U.S. Office of Personnel Management (OPM).

As required by 5 U.S.C. §3109(e), you must report the days worked by and the amounts paid to each expert and consultant under the authority of 5 U.S.C. §3109 in calendar year 2009. When submitting your report, please use OPM Form 1623 (List of Experts and Consultants Hired Under 5 U.S.C. §3109, May 2008 version) to report to OPM the number of days worked, and gross pay of each covered employee. The form is located at opm.gov/forms/pdf_fill/OPM1623.pdf. A negative reply is not required if your agency did not hire experts and consultants during the 2009 calendar year. Please send the report to:

U.S. Office of Personnel Management
Recruitment and Diversity
Expert and Consultant Reports
1900 E Street, NW, Room 6500
Washington, DC 20415

If you have questions, please contact Janice Warren by telephone (202) 606-2367 or by emailjanice.warren@opm.gov.