



National  
Aeronautics and  
Space  
Administration

# Request for Services of Consultant or Expert

1. NAME OF CONSULTANT OR EXPERT

2. DATE OF REQUEST

3. ORGANIZATIONAL UNIT

4. LOCATION

5. SERVICES TO BE PERFORMED *(Explain fully, so that the knowledge, skills, and expertise needed are identified.)*

6. SPECIAL QUALIFICATIONS OF CONSULTANT OR EXPERT *(List those qualifications, including experience and training, which relate specifically to the services to be performed, so as to show that the employee is qualified as an expert or consultant for the duties for which the appointment is made. Continue on reverse.)*

6. SPECIAL QUALIFICATIONS OF CONSULTANT OR EXPERT (Continued)

7. WILL THE CONSULTANT OR EXPERT BE CALLED UPON, IN CONNECTION WITH HIS OR HER NASA DUTIES, TO DEAL WITH ANY BUSINESS ENTITY OR OTHER ORGANIZATION (whether profit or non-profit) DOING BUSINESS WITH THE FEDERAL GOVERNMENT? (Explain and identify such entities, if known.)

8. WILL THE CONSULTANT OR EXPERT BE CALLED UPON, IN CONNECTION WITH HIS OR HER NASA DUTIES, TO GIVE ADVICE ON, OR MAKE RECOMMENDATIONS IN CONNECTION WITH, CONTRACTURAL OR PROCUREMENT MATTERS, OR PROPOSALS SUBMITTED TO NASA, FOR A CONTRACT OR GRANT? (If "Yes," give details.)

9. INDICATE THE TOTAL PERIOD DURING WHICH THE AVAILABILITY OF THE SERVICES OF THE CONSULTANT OR EXPERT IS DESIRED BY NASA. (Give dates)

10. ESTIMATE THE NUMBER OF DAYS DURING THE PERIOD OF AVAILABILITY SET FORTH IN ITEM 9 THAT THE CONSULTANT OR EXPERT IS EXPECTED TO PERFORM SERVICES FOR YOUR ORGANIZATION.

11. SECURITY CLASSIFICATION OF POSITION

a. SENSITIVE (If sensitive, check clearance required)

(1) TOP SECRET

(2) SECRET

(3) CONFIDENTIAL

b. NON-SENSITIVE (No security clearance required)

12. CONSULTANT OR EXPERT WILL WORK THE FOLLOWING TOUR OF DUTY:

a. INTERMITTENT (Less than a full-time basis with no prescheduled tour of duty)

b. PART-TIME (Less than a full-time under a prescheduled regular tour of duty)

c. FULL-TIME (Full-time prescheduled regular tour of duty)

13. IF THE CONSULTANT OR EXPERT WORKS EITHER A PART-TIME OR FULL-TIME TOUR OF DUTY, SHALL HE OR SHE ACCRUE ANNUAL LEAVE AND RECEIVE HOLIDAY PAY?

a. YES  b. NO

14. IS THIS APPOINTMENT INTENDED TO OR EXPECTED TO LEAD TO REGULAR CIVIL SERVICE EMPLOYMENT FOR THE INDIVIDUAL?

a. YES  b. NO

15. ESTIMATED COST OF SERVICES			
a. COMPENSATION	b. TRAVEL (Including per diem)	c. OTHER (Specify)	d. TOTAL COST

16. REQUESTED BY		
a. TITLE	b. SIGNATURE	c. DATE

17. APPROVED BY		
a. TITLE	b. SIGNATURE	c. DATE