

U.S. DEPARTMENT OF EDUCATION EXPERT OR CONSULTANT APPOINTMENT REQUEST Reference: 5 CFR 304 and 5 U.S.C. 3109		
1. NAME OF PERSON (Last, First, MI): <small>ED-4</small>	2. TOTAL PERIOD FOR WHICH APPOINTMENT IS REQUESTED: FROM: <u>2/4/25</u> TO: <u>8/4/25</u> <small>May not exceed one year</small>	
3. MAILING ADDRESS AND EMAIL ADDRESS: <div style="background-color: black; width: 150px; height: 40px; margin: 10px 0;"></div>	4. APPROXIMATE NUMBER OF DAYS PERSON IS EXPECTED TO PERFORM SERVICES DURING THIS APPOINTMENT: <u>180</u> <small>(May not exceed one year)</small>	
5. PRINCIPAL OFFICE: <u>OFFICE of THE SECRETARY</u>	6. SUPERVISOR NAME AND TITLE:	
7. TYPE OF POSITION: <input type="checkbox"/> Expert - This position requires the services of a specialist with skills superior to those of others in the same profession, occupation, or activity to perform work on a temporary and/or intermittent basis assigned by a Federal official. <input checked="" type="checkbox"/> Consultant - This position requires providing advice, views, opinions, alternatives, or recommendations on a temporary and/or intermittent basis on issues, problems, or questions presented by a Federal official.		
8. TYPE OF APPOINTMENT: <input checked="" type="checkbox"/> New Appointment <input type="checkbox"/> Reappointment		
9. PRIOR EXPERT OR CONSULTANT APPOINTMENTS A. <input checked="" type="checkbox"/> No Prior Appointment <input type="checkbox"/> Prior Appointment - Same Services <input type="checkbox"/> Prior Appointment - Substantially Different Services B. Dates of Prior Service: _____ - _____ C. Number of Hours or Days Paid (Annual Basis Calculation): _____ Hours (may not exceed 130 days or 1040 hours) OR Amount of Cumulative Earnings on Expert or Consultant Appointments: _____ * <i>(Cumulative earnings for all appointments, including this request may not exceed twice the rate of the GS 15/10)*</i>		
10. WORK SCHEDULE: <input type="checkbox"/> Full Time (80 Hours per pay period) <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Intermittent <small>(up to 80 Hours per pay period with no regularly scheduled tour of duty)</small>	11. BASIS FOR CALCULATION FOR SERVICE LIMITS: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Cumulative Earnings	
12. RATE OF PAY: <input type="checkbox"/> per hour <input type="checkbox"/> per day <input type="checkbox"/> per annum <input checked="" type="checkbox"/> unpaid		
13. BACKGROUND INVESTIGATION AND PRE-EMPLOYMENT REQUIREMENTS (to be completed by Personnel Security)		
Sensitivity Level	Background Investigation Type	Drug Testing Requirement
Non-Sensitive/Public Trust	T4	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Signature: <u>LISA SENEAL</u> <small>Digitally signed by LISA SENEAL Date: 2025.02.04 12:08:54 -05'00'</small>		Date: <u>02/04/25</u>

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14. SERVICES TO BE PERFORMED

A. Explain in full the services to be performed.

ADVISING THE DEPARTMENT ON CHANGE MANAGEMENT.
PERFORMING COST REDUCTIONS.

NO ONE ELSE AT THE AGENCY IS PERFORMING THESE FUNCTIONS.

B. Specify what duties will be assigned that will involve the person in the transaction of business on behalf of the government with any profit or non-profit organization.

NONE

C. Specify what duties will be assigned that will involve the person in the rendering of advice to the government which will have direct and predictable effect on the interests of any profit or non-profit organization.

LESS DOLLARS WILL FLOW FROM DEPARTMENT OF ED
TO MANY NON-PROFIT AND FOR PROFIT INSTITUTIONS
AND COMPANIES.

D. Special qualifications of the person recommended for appointment which relate specifically to the services to be performed.

VERY SIGNIFICANT EXPERIENCE IN EDUCATION & TECHNOLOGY.

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15. CERTIFICATION AND APPROVAL

I certify that:

- this position meets the requirements for use of an Expert or Consultant appointment authority;
- the individual being appointed possess the requisite qualifications as follows:
 Expert - The appointee is specifically qualified by education and experience to perform difficult and challenging tasks in a particular field beyond the usual range of achievement of competent persons in that field. The appointee is regarded by others in the field as an authority or practitioner of unusual competence and skill in a professional, scientific, technical or other activity.
 Consultant - The appointee can provide valuable and pertinent advice generally drawn from a high degree of broad administrative, professional or technical knowledge or experience. Appointees to advisory boards/commissions are affected by a particular program and can provide useful views from personal experience.
- this position will not be used to perform SES, managerial or supervisory work; make final decisions on substantive policies
- this appointment is in compliance with law, relevant decisions of the Comptroller General, and Office of Personnel Management and Department policies and instructions;
- the services of the individual are essential for effective program management;
- the pay level is appropriate for the duties to be performed and the qualifications of the appointee;
- the record of appointment has been clearly documented to show the services to be performed and the special qualifications of the appointee which relate specifically to those services;
- a statement of employment and financial interests has been obtained and it has been determined that no conflict of interest exists;
- All responsible clearing offices have reviewed and consulted on the expert or consultant appointment;
- Office of the Executive Secretariat has coordinated review of this appointment and the Secretary has authorized submission for final approval;
- I am authorized to make hiring decisions.

Principal Office Head Approval

Name: Rachel Oglesby

Title: Chief of Staff

Signature: Rachel Oglesby

Date: 02/04/2025

Appointing Official (Chief Human Capital Officer or Designee)

Name: Jacqueline Clay

Title: Director, Chief Human Capital Officer (or Designee)

Signature: Jacqueline Clay

Date: 2-4-25

16. REQUEST TO AMEND WORK SCHEDULE WITH NO OTHER CHANGES TO ITEMS 7-15

Full Time (80 hours per pay period)

Part time

Intermittent

Principal Office Head Approval

Name:

Title:

Signature:

Date:

Appointing Official (Chief Human Capital Officer or Designee)

Name:

Title: CHCO/DAS for Human Resources

Signature:

Date:

