

# Defense Logistics Agency Instruction



DLAI 7407  
Effective September 15, 2004  
Certified Current March 31, 2011  
DLA-J1

## Employment of Experts and Consultants

References: Refer to [Enclosure](#).

### 1. PURPOSE.

a. This Instruction implements DLA policy for Employment of Experts and Consultants and describes the process therein.

b. An expert is a person who is specially 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. An expert is regarded by other persons in the field as an authority or practitioner of unusual competence and skill in a professional, scientific, technical or other activity.

c. A consultant is a person who can provide valuable and pertinent advice generally drawn from a high degree of broad administrative, professional, or technical knowledge or experience.

d. The purpose of this instruction is to implement the requirements of DOD Administrative Instruction (AI) No. 2 when using the services of an expert or consultant within DLA.

e. The output of this policy and process is the approval/disapproval to use the services of an expert or consultant.

2. APPLICABILITY. This Instruction applies to Headquarters (HQ) DLA and DLA Primary Level Field Activities (PLFAs), and other defense activities serviced by DLA Human Resources Services (DHRS) according to the terms and applicable support agreements.

3. POLICY. The use of experts and consultants is a means of availing DLA of the temporary and intermittent services of highly specialized individuals which cannot be obtained from in-house personnel or by other appointments to accomplish mission requirements.

### 4. RESPONSIBILITIES.

a. J1 will provide policy guidance to HQ DLA activities, PLFAs, and other defense activities serviced by a DHRS according to the terms and applicable support agreements on matters related to employment of retired members of the armed forces, if applicable.

b. The Heads of HQ DLA activities, PLFAs and other defense activities serviced by a DHRS according to the terms and applicable support agreements will determine the need and propriety of using the expert's or consultant's services and complete DD Form 2292, Request For Appointment or Renewal of Appointment of Consultant or Expert; prepare a Request for Personnel Action (RPA); prepare a detailed statement of work; obtain a resume or employment application, Personal Qualifications Statement (or equivalent employment application); furnish a description of the circumstances substantiating the difficulties encountered to obtain equally qualified applicants through other methods such as detail, promotion, reassignment of personnel (civilian or military), or recruitment under civil service procedures; and provide a statement of employment and financial interests and other determinations, such as SF 278, "Public Financial Disclosure Report, and OGE 450, "Confidential Financial Disclosure Report to their servicing human resources specialist.

## 5. PROCEDURES:

a. Supervisor prepares [DD Form 2292](#) and obtains supporting documentation from prospective expert/consultant, prepares justification and forwards to servicing Human Resources Specialist.

b. Human Resources Specialist reviews the request to hire an expert/consultant to ensure proper documentation and justification are present.

c. Human Resources Specialist prepares Memorandum, Subject: Request to Employ an Expert (or Consultant as applicable) and forwards with appropriate documentation and forms to J14.

d. J14 reviews the request to determine criteria as described in DOD AI No. 2 are met.

(1) If J14 determines the request meets the criteria in DOD AI No. 2, the recommendation is forwarded to J1.

(2) If J14 determines the request does not meet the criteria, the request is returned to the originator with specific rationale.

e. J1 concurs/non-concurs with the request based upon supporting documentation.

(1) Concurs, then J1 forwards the request to Director, DLA for Agency decision.

(2) Non-concurs, then J1 provides submitting office with rationale and advises of the potential to re-submit request.

f. Director, DLA concurs/non-concurs with the request.

(1) Concurs, then Director, DLA forwards to the Office of the Secretary of Defense for final decision.

(2) Non-concurs then Director, DLA returns to J1 and J1 informs submitting office of decision with rationale.

g. Office of the Secretary of Defense approves/disapproves the request.

(1) If approved, the Secretary of Defense returns the request to DLA and the hiring process is initiated.

(2) If disapproved, the Secretary of Defense returns the request to DLA and submitting office if notified.

6. EFFECTIVE DATE. This Instruction is effective immediately.

Director, DLA Enterprise Support  
September 15, 2004

Deputy Director, Human Resources  
March 31, 2011

Enclosure – References

Enclosure 1  
References

1. Department of Defense (DoD) Directive 5105.22, Enclosure 2, E2.1.1.16
2. Department of Defense (DoD) Administrative Instruction No.2