



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
200 STOVALL STREET
ALEXANDRIA, VA 22332-0300

DAPE-CP-PPE

MEMORANDUM FOR SEE DISTRIBUTION

DEC 16 2005

SUBJECT: Employment of Highly Qualified Experts

1. Section 1101 of the National Defense Authorization Act for Fiscal Year 2004 provides the Department of Defense (DoD) authority to establish a program to attract highly qualified experts. The authority to hire and compensate highly qualified experts was delegated to the Secretaries of the Military Departments and the heads of the Defense Agencies and Field Activities, who in turn, may delegate to the Directors of those Defense Laboratories not excluded by statute from the National Security Personnel System.
2. A highly qualified expert is an individual possessing uncommon, special knowledge or skill in a particular occupation and is regarded by others as an authority of unusual competence and skill. Employment may not exceed five years and extensions may be approved for an additional year on a case-by-case basis.
3. The total number of highly qualified experts may not exceed 2,500 at any time within DoD. The Department of Army has been issued 801 expert allocations. These allocations are distributed as follows:

<u>MAJOR COMMAND (MACOM)</u>	<u>ALLOCATION</u>
US Army Material Command	25
US Army Training & Doctrine Command (to include the U.S. Military Entrance Processing Command)	50
US Army Medical Command	25
US Army Forces Command	25
US Corps of Engineers	25
Admin Assistant to the Secretary	40
US Army, Europe & Seventh Army	15
Eighth, U.S. Army Seoul Korea	15
US Army Pacific	15
Military Surface Deployment and Distribution	15
US Army Special Operations Command	25
US Army Intelligence & Security Command	25
US Army Military District of Washington	15
US Army Space & Missile Defense Command	25

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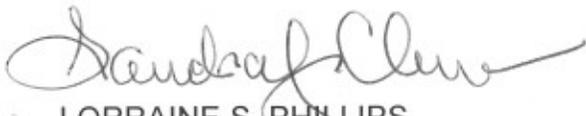
4. The remainder of the allocations will be held in abeyance for activities that may need additional experts later in the year. MACOMs unable to utilize their total allocations need to notify the Assistant G-1, Policy and Program Development Division so the allocations may be redistributed.

5. MACOMs are responsible for reporting the usage of their expert allocations. Please provide your numbers each quarter to the Office of the Deputy Chief of Staff, G-1, Policy and Program Development Division, ATTN: DAPE-CP-PPE, 200 Stovall Street, Suite 100, Alexandria, Virginia 22332-0300 or email your response to Velma.McClure@us.army.mil or Tommy.Donohoe@us.army.mil.

6. Enclosed is a copy of the DoD guidance and procedures to be followed when employing experts (available at <http://www.cpms.osd.mil/fas/staffing/pdf/hqepolicy.pdf>). All requests to utilize these Expert allocations must be submitted through MACOM channels to the Office of the Deputy Chief of Staff, G-1, Policy and Program Development Division, ATTN: DAPE-CP-PPE, 200 Stovall Street, Suite 100, Alexandria, Virginia 22332-0300. Final approval for appointment of experts has been delegated to the Secretary of the Army.

7. My point of contact for this issue is Ms. Velma McClure or Mr. Tommy Donohoe, who can be reached at DSN 221-6563/4463 or Comm. (703) 325-6563/4463.

Encl
as


LORRAINE S. PHILLIPS
Acting Chief, Policy and Program
Development Division

DISTRIBUTION:

ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY

COMMANDER

US ARMY EUROPE AND SEVENTH ARMY

EIGHTH US ARMY

US ARMY FORCES COMMAND

US ARMY MATERIEL COMMAND

US ARMY TRAINING AND DOCTRINE COMMAND

US ARMY CORPS OF ENGINEERS

US ARMY PACIFIC

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SUBJECT: Employment of Highly Qualified Experts

Distribution (CONT)
MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND
US ARMY MEDICAL COMMAND
US ARMY SPECIAL OPERATIONS COMMAND
US ARMY INTELLIGENCE AND SECURITY COMMAND
US ARMY SPACE AND MISSILE DEFENSE COMMAND
US ARMY MILITARY DISTRICT OF WASHINGTON

CF:
SUPERINTENDENT, US MILITARY ACADEMY
US MILITARY ENTRANCE PROCESSING COMMAND

DIRECTOR
US ARMY INSTALLATION MANAGEMENT AGENCY
CIVILIAN HUMAN RESOURCES AGENCY
CIVILIAN HR REGION, US ARMY EUROPE AND SEVENTH ARMY CIVILIAN HR
REGION,
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CIVILIAN HR REGION, PACIFIC
CIVILIAN HR REGION, NORTHEAST
CIVILIAN HR REGION, SOUTH CENTRAL
CIVILIAN HR REGION, NORTH CENTRAL
CIVILIAN HR REGION, KOREA
CIVILIAN HR REGION, WEST
CIVILIAN PERSONNEL EVALUATION AGENCY

OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC
OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE