

Appendix B.

Quarterly Review

REVIEW OF EXPERT AND CONSULTANT UTILIZATION FOR QUARTER ENDING _____

Office of the Secretary, Administration, etc.

The following is a list of all experts and consultants on rolls of the offices indicated through COB of the above date whether or not they have worked from the time of their most recent appointment. Current DOT Forms 3300.7 and 3700.2 are on file as are Preappointment Review Certificates. Each employee has been or will be utilized only in the manner, and for the performance of only those functions, recorded on the respective form 3300.7 (Exceptions to any of the foregoing to be explained in detail below).

NAME OF EMPLOYEE	LOCATION	EXPERT OR CONSULTANT	CURRENT APPT DATE	DAYS WORKED THIS QUARTER
(alphabetical)				
	(office codes may be used for headquarters)			
	Included in Review			
	Excluded from Review			

EXCEPTIONS: (Identify exceptions with specific employees concerned and indicate corrective actions taken or now underway. State "NONE" if there are no exceptions)

(SIGNATURE OF AUTHORIZED OFFICIAL AND DATE)