

**CONDITIONS OF EMPLOYMENT FOR EXPERTS AND CONSULTANTS**

**1. An individual may elect to receive compensation and/or reimbursement for actual expenses under any one of the following arrangements (X only one).**

a. Transportation only.

b. Transportation and subsistence

c. Salary compensation plus transportation and subsistence. Individuals under this arrangement will receive salary compensation of \_\_\_\_\_ plus transportation and subsistence as authorized in JTR Volume II. Intermittent consultants will be paid 1/8 of one day's pay for each hour worked, unless such employment effectively interrupts their usual business or profession for most of the day. Individuals serving intermittently are entitled to pay for service on an intermittent basis from more than one consultant or expert position, provided the pay is not received for the same hours of the same day. If applicable, identify agency where concurrently employed \_\_\_\_\_ . Individuals will be compensated at the established rate of pay for time spent in a travel status on official business.

d. An individual holding another part-time office or position with the United States Government, and receiving compensation, will receive no additional salary compensation for the service performed on the days worked in the part-time capacity. Individuals under this arrangement will receive salary compensation of \_\_\_\_\_ for days in which they perform services for the OSD/OJCS and receive no compensation from another Government agency. If applicable, identify agency where concurrently employed \_\_\_\_\_. Actual transportation expenses and non-taxable per diem in lieu of subsistence will be paid while serving the OSD/OJCS away from designated official headquarters.

e. An individual holding another full-time office or position with the United States Government, and receiving compensation, will receive no additional salary compensation for this service. Actual transportation expenses and non-taxable per diem in lieu of subsistence will be paid while serving the Office of the Secretary of Defense away from designated official headquarters.

f. No compensation or reimbursement of any kind. Individuals under this arrangement will not receive any compensation from the Government in the form of salary, nor will receive transportation expenses or per diem in lieu of subsistence. By selecting this option and signing this document, the Government of the U.S. is released from any claims, suits or demands for compensation for services by the individual, his or her heirs or assigns.

**ATTENTION CIVIL SERVICE RETIREES**

You are advised that your salary must be reduced by an amount equal to your gross annual civil service annuity in accordance with 5 USC 8344. At the time of your appointment, you must furnish a copy of the notice you receive from the Office of Personnel Management indicating the amount of your gross monthly annuity and your CSA number. In addition, copies of your annuity statement indicating adjustments to your monthly annuity from cost-of-living increases or other reasons must also be provided.

**2. SIGNATURE OF CONSULTANT OR EXPERT**

**3. DATE SIGNED (YYMMDD)**

Questions regarding transportation and subsistence incurred while serving the Office of the Secretary of Defense away from one's home or regular place of business should be directed to Washington Headquarters Services, Directorate for Budget and Finance, Attention: Travel Division, Room 3B259, The Pentagon, Washington, DC 20301-1155.