

Name _____

DSB Task Force _____

New Consultant Checklist

Forms required to be completed for new SGE members:

01. _____ Email a copy of your resume or CV to the DSB office mailbox:
osd.pentagon.ousd-atl.mbx.dsb-office2@mail.mil. *(be sure to include contact information – your name, address, phone numbers & email address)*
02. _____ OF-306, Declaration of Federal Employment
03. _____ SD Form 436, Conditions of Employment for Experts and Consultants
(recommend you check 1b)
04. _____ SD Form 830, Confidential Conflict of Interest Statement for OSD Advisory Committee Members
05. _____ Disqualification Statement *(from participating in matters having direct and predictable effect on certain organizations)*
06. _____ USCIS Form I-9, Employment Eligibility Verification *(complete and sign section 1; attach copy of **either** passport or **both** birth certificate and government ID. See form for details. **ALL DOCUMENTS MUST BE CURRENT.**)*
07. _____ OPM Standard Form 144, Statement of Prior Federal Service *(if no prior federal service, just sign and date; if prior service, complete entire form, sign & date)*
08. _____ OUSD (AT&L) Directorate for Administration Federal Employee In-Processing Defense Travel System (DTS)
09. _____ Receipt of DoD Fact Sheet, read “To Serve with Honor”
10. _____ Copy of DD 214 (Copy 4), Certificate of Release or Discharge from Active Duty *(only if a retired member of the Military Services)*
11. _____ Ethics Guide for SGEs (information only, no action required).

New Consultant Checklist Instructions

The links below are provided for references, all forms are available on the DSB website and may be downloaded as a single package.

<http://www.acq.osd.mil/dsb/sge.htm>

01. E-mail and attach a current copy of your resume or CV.

Include contact information – your name, address, phone numbers & email address.

02. OF Form 306 - Declaration for Federal Employment

Complete per instructions.

Sign and date at box 17a.

DO NOT sign or date block 17b.

http://www.opm.gov/forms/pdf_fill/of0306.pdf

03. SD Form 436 – Conditions of Employment for Experts and Consultants

Recommend check box 1b.

Sign box 2

Date box 3.

http://www.dior.whs.mil/icdhome/forminfo/WWWINFO_1Page1221.htm

04. SD Form 830 – Confidential Conflict-of-Interest Statement for OSD Advisory Committee Members

Use “Defense Science Board” in box 1.

Box 2 self-explanatory.

Complete Part I, Part II, and Part III as appropriate.

Sign and date.

05. Disqualification Statement

Department of Defense is a public trust. You must disqualify yourself from participation in matters in which you have a financial interest.

06. USCIS Form I-9 – Identity/Employment Eligibility Verification

Complete Section 1 and sign at bottom of Section 1 (on page 7 of 9). Provide a copy of your passport or birth certificate, we can notarize for you. ALL DOCUMENTS MUST BE CURRENT.

<http://www.ins.usdoj.gov/graphics/formsfee/forms/i-9.htm>

07. OPM Standard Form 144, Statement of Prior Federal Service

If you have no prior federal service, complete sections 1 through 4, and 8, and sign and date.

If you have prior service, complete entire form, sign and date.

08. OUSD (AT&L) Directorate for Administration Federal Employee In-Processing Defense Travel System (DTS)

Complete this form (even if you are local to the DC area).

Name _____

DSB Task Force _____

09. Receipt of DoD Fact Sheet

Read 9a. (“To Serve with Honor”), sign and date form.

10. Copy of DD 214 - Certificate of Release or Discharge from Active Duty

Provide specifically “Member Copy 4” of DD 214 if you are a retired member of the Military Services.

11. Ethics Guide for SGEs

Information only, no action required.