

Name \_\_\_\_\_

DSB Task Force \_\_\_\_\_

## New Consultant Checklist

### Forms required to be completed for NEW CONSULTANTS:

1. \_\_\_\_\_ Email an Electronic copy of your resume/bio to the DSB Military Assistant  
(include contact information – your name, address, phone numbers & email address)
2. \_\_\_\_\_ OF-306, Declaration of Federal Employment
3. \_\_\_\_\_ DSB Compensation Policy (*information only, no action required*).
4. \_\_\_\_\_ SD Form 436, Conditions of Employment for Experts and Consultants  
(*recommend you check 1b*)
5. \_\_\_\_\_ Confidential Conflict of Interest Statement
6. \_\_\_\_\_ Disqualification Statement (*from participating in matters having direct and predictable effect on certain organizations*)
7. \_\_\_\_\_ DoJ Form I-9, Employment Eligibility (*complete and sign section 1; notarize or attach copy of **either** passport or **both** birth certificate and gov't ID. See form for details. **ALL DOCUMENTS MUST BE CURRENT***)
8. \_\_\_\_\_ Receipt of DoD Fact Sheet, read "To Serve with Honor"
9. \_\_\_\_\_ Copy of DD 214 (Copy 4), Certificate of Release or Discharge from Active Duty (*if retired member of the Military Services*)

## 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>

1. E-mail (or attach) a current copy of your Resume' or Bio  
**Include contact information – your name, address, phone numbers & email address.**

2. OMB Form 306 (OF 306) - Declaration for Federal Employment

**Fill in and:**

**Sign and date at box 17a;**

**Do not sign or date block 17b**

[http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf)

3. DSB Compensation Policy Memo

**Information only, no action required.**

4. SD Form 436 – Conditions of Employment for Experts and Consultants (Conditions for Salary Compensation)

**Recommend check box 1b. Sign box 2, date box 3.**

[http://www.dior.whs.mil/icdhome/forminfo/WWWINFO\\_1Page1221.htm](http://www.dior.whs.mil/icdhome/forminfo/WWWINFO_1Page1221.htm)

5. Confidential Conflict of Interest Statement

**Form should be self-explanatory.**

6. Disqualification Statement

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

7. DoJ Form I-9 – Identity/Employment eligibility

**NOTARY PUBLIC Stamp required; however, if you 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>

8. Receipt of DoD Fact Sheet

**Read 10a (“To Serve with Honor”), sign and date form.**

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

**Provide copy if you are a retired member of the Military Services.**