OFFICE OF THE SECRETARY OF DEFENSE
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WASHINGTON, DC 20301–3140

DEFENSE SCIENCE BOARD

March 24, 2010

MEMORANDUM FOR DEFENSE SCIENCE BOARD (DSB) PAID CONSULTANTS

SUBJECT: DSB Compensation Policy

This memo establishes DSB policy on compensation for paid consultants. It supplements directives from Washington Headquarters Services (WHS) and OUSD(AT&L) Administration. This memo does not address reimbursement of travel expenses.

In accordance with DoD Directive 5105.4, advisory committee members are encouraged to serve without compensation. Those few consultants that request and are approved for compensation will be compensated only for those days spent actually in attendance at a scheduled DSB meeting. The maximum number of hours that can be charged per day is 8 hours. DSB consultants cannot claim compensation for:

- travel to and from meetings
- work performed at home, at one's office, or at one's hotel room.

This policy permits oversight from the DSB office. The DSB personnel who approve consultant time and attendance sheets must be in a position to witness or be aware of work performed at scheduled DSB meetings. Work performed outside of DSB meetings that cannot be verified cannot be compensated.

Consultants should note that compensation cannot be paid until after the consultant application package is approved by WHS and an effective date is established.

The compensation point of contact in the DSB office is Ms. Debi Rose, (703) 571-0084.

Brian Hughes
Executive Director