

RESEARCH AND DEVELOPMENT BOARD
Washington 25, D.C.

YD 11/2

MEMORANDUM TO CIVILIAN AFFILIATES OF THE RDB

SUBJECT: Information Regarding Appointment, Compensation, and
Reimbursement

Affiliates of the RDB may elect to receive (1) Civil Service appointments as "when actually employed" (WAE) experts or (2) RDB appointments as "without compensation" (WOC) consultants. The amounts and kinds of remuneration authorized under these appointments are described in this memorandum.

✓ No person may be appointed, however, until he has been cleared to receive classified information.

TYPES OF APPOINTMENTSWAE Experts.

An appointment as an expert is made through regular Civil Service procedures. In addition to transportation costs and compensation for time spent on official travel¹ (plus reimbursement for necessary taxi service, carfare, and official telephone calls and telegrams), the following range of fees is authorized:

| <u>Position</u> | <u>Salary Per Day</u> |
|---------------------|-----------------------|
| Committee Chairman | \$50 |
| Committee Member | 45 |
| Consultant (Expert) | 30 to 50 |
| Panel Chairman | 45 |
| Panel Member | 40 |
| Subpanel Chairman | 35 |
| Subpanel Member | 35 |

If an affiliate elects to be appointed as a WAE expert he must complete and return to the RDB, in triplicate, Standard Form No. 60 "Application for Federal Employment" (Enclosure I). In completing this form it is important that a clear statement of experience pertinent to the proposed RDB position be included under item 35. The duties and responsibilities for each position shown should be described in sufficient detail to make clear the affiliate's qualifications.

¹The maximum rate of per diem in lieu of subsistence is \$9.00 for travel within the limits of the continental United States.

After the application has been processed, the Office of the Secretary of Defense will send the appointee an Oath of Office for signature before a notary public. When this notarized form has been received by the OSD, the appointment is complete. If the appointee is in Washington, he may arrange with the Administrative Officer, RDB, to take his oath in the Personnel Division, OSD.

WOC Consultants.

If an affiliate elects to serve without compensation, he should so notify his RDB agency, and no further action is required.

COMPENSATION AND REIMBURSEMENT PROCEDURES

Salary for WAE Experts.

WAE experts keep a record on Form SD-7 "Attendance Report--Consultants and Contract Employees" (Enclosure II) of the time officially devoted to RDB work. This form, properly signed, is forwarded by the expert to the Administrative Office, RDB, at the close of each bi-weekly pay period during which work is performed for the RDB. The salary check will be mailed or held for pickup, as authorized by the expert on Form SD-7.

Travel.

Travel Orders: WAE experts are furnished regular Government travel authorizations, and WOC consultants are furnished invitational travel orders. Transportation requests are not furnished unless specific request is made for them. Requests for travel are made through the appropriate committee or division ten days or two weeks in advance of the anticipated travel date, if possible, in order that the travel authorization or invitational orders may be received by the traveler before travel is performed.

Emergency Travel: Necessary emergency travel may be authorized by telephone or telegraph, subject to confirmation after the travel has been completed.

Necessary Travel Records: In order that the traveler will have complete information required for claiming reimbursement of costs of travel or costs incidental thereto, the following records should be maintained for each trip:

(1) Complete itinerary showing dates and times of departure from and dates and times of arrival for each stopover or transfer point en route. If travel is not covered by transportation requests, a record should be maintained of railroads and airlines used.

- (2) Itemized account of taxi fares and official local telephone calls.
- (3) Pullman ticket stubs.
- (4) Receipts for official long-distance telephone calls and telegrams.
- (5) Any unused transportation requests.

Reimbursement for Travel. To obtain payment of per diem in lieu of subsistence expense or reimbursement for travel costs, the traveler must submit to the Budget and Fiscal Office, Office of the Secretary of Defense, immediately upon completion of official travel a properly completed "Statement of Travel" SD-8 (Enclosure III). Ticket stubs or unused transportation requests, together with receipts for long-distance telephone calls and for telegrams, should be attached.

If personal and official business are combined on a trip, the complete itinerary should be shown on Form SD-8 with a statement indicating the number of days that were devoted to official RDB business. The Budget and Fiscal Office of the OSD will determine the transportation costs chargeable to the RDB.

On the basis of the completed Form SD-8 submitted by the traveler, the OSD will prepare a travel voucher and forward it direct to the traveler for signature. Upon receipt by the OSD of the signed travel voucher, a check will be prepared and forwarded direct to the traveler.

Long-Distance Telephone Calls.

Long-distance telephone calls made to the Research and Development Board should be made "collect." For all other official RDB long-distance telephone calls (except those for which reimbursement has been claimed on travel vouchers), the call should be paid for, and the RDB Form 117 "Long-Distance Telephone Call Authorization" (Enclosure IV) should be transmitted to the Administrative Officer, RDB as a basis for reimbursement.

F. H. RICHARDSON
Deputy Executive Secretary

Enclosures:

- I Standard Form 60
Application for Federal Employment.
- II Form SD-7, Attendance Report.
- III Form SD-8, Statement of Travel
- IV Form RDB 117. Long Distance Telephone
Call Authorization.