CERTIFICATION OF HOURS WORKED IN SERVICE YEAR FOR EXPERT OR CONSULTANT

PRIVACY ACT STATEMENT

AUTHORITY: Title 5 U.S.C. § 3109, Employment of experts and consultants; temporary or intermittent" Part 304 Expert and Consultant Appointments; 5 U.S.C. § 5542, Overtime rates, computation" Part 551 Pay Administration Under the Fair Labor Standards Act; Title 10 U.S.C. 113, Secretary of Defense; DoDD 5105.53, Director of Administration and Management (DA&M); DoDD 5110.04, Washington Headquarters Services (WHS) and Administrative Instruction 2.
PRINCIPAL PURPOSE(S): To ensure that experts and consultants employed on an intermittent basis work only occasionally and irregularly and do not work more than the number of days approved and that time limits are observed. Records are also used to document time and attendance.
ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as listed in the applicable system of records notice located at: https://www.fpc.gov/resources/SORNs/#container; OPM/GOVT-1.
DISCLOSURE: Voluntary; however, if requested information is not provided, an individual's status as an expert or consultant may be terminated.

1. NAME *(Last, First, Middle Initial)*	**2. ORGANIZATION**		**3. APPOINTMENT DATE** *(YYYYMMDD)*
4. OFFICE OR COMMITTEE	**5. SALARY**	**6. PAY RATE**	**7. NUMBER OF DAYS AUTHORIZED**

8. CURRENT MAILING ADDRESS *(For separating or changes) (Number and Street, Apartment Number, City, State and Zip Code)*

9. HOURS WORKED

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN																															
FEB																															
MAR																															
APR																															
MAY																															
JUN																															
JUL																															
AUG																															
SEP																															
OCT																															
NOV																															
DEC																															

10. CERTIFICATION *(Component Head or Designee)*

The duties officially assigned to this position are accurately described and are essential to the accomplishment of the mission. The work is temporary in nature, requires a high level of expertise not available in the regular work force, is of a purely advisory nature, and does not include the performance of supervision of operating functions. The incumbent of this position is performing the duties officially described on the DD Form 2292.

a. OFFICIAL TITLE	b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*