

Department of the Army
U.S. Army Intelligence Center and
Fort Huachuca
Fort Huachuca, Arizona 85613-6000

FH Memorandum 690-4

19 March 1999

Civilian Personnel

NO-COST CONSULTANT PROGRAM

Summary. This new memorandum outlines procedures for conducting the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) No-Cost Consultant Program.

Applicability. This memorandum applies to all USAIC&FH commanders, operating officials, and supervisors.

Suggested Improvements. The proponent of this memorandum is the Garrison Commander, U.S. Army Intelligence Center and Fort Huachuca. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USAIC&FH, ATTN: ATZS-CDR, Fort Huachuca, AZ 85613-6000.

1. Purpose.

The purpose of this memorandum is to establish a program, assign responsibilities, and define procedures concerning the use of no-cost consultants to provide expert advice and assistance in the performance of USAIC&FH duties, tests, functions, and missions.

2. References.

- a. Required publication. DOD Directive 5500.7-R, Standards of Conduct, Chapter 5.
- b. Related publications.
 - (1) AR 690-300, Employment (Civilian Personnel), Chapter 304.
 - (2) 5 United States Code Section 3109.
- c. Prescribed form. FH Form 690-6-R-E, Consultant/Expert Certificate.

3. Explanation of abbreviations and terms.

- a. Abbreviations.

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- (1) DODD-----Department of Defense Directive.
- (2) FH-----Fort Huachuca
- (3) USAIC&FH-----U.S. Army Intelligence Center and Fort Huachuca

b. Terms.

(1) **No-Cost Consultant Program** is a concept of military and civilian personnel having recent experience in various fields of knowledge and expertise consistent with accomplishment of various USAIC&FH missions, who leave government service, but are still agreeable to contribute their experience and expertise pursuant to a no-cost consultant contract for employment for an intermittent, indefinite period of time.

(2) **Host Unit.** The Host Unit is the USAIC&FH unit or organization that is the proponent for the task or function to be performed. Host Units are company size or higher level units, directorates, or other organizations of USAIC&FH. This unit interfaces directly with the No-Cost Consultant.

(3) **No-Cost Consultant.** A non-government employee, knowledgeable in various USAIC&FH mission areas, who is willing to enter a no-cost consultant contract to assist USAIC&FH in the performance of its mission.

(4) **No-Cost Consultant Program Administrator.** A government employee designated by the Garrison Commander to administer the program and maintain the program's accountability.

(5) **Intermittent employment** means employment that occurs occasionally or irregularly, and is limited to no more than 130 workdays in the service year.

4. Responsibilities.

a. The USAIC&FH Garrison Commander has overall responsibility for this program. The Garrison Commander is also the official who makes the determination of the need for and the validity of each no-cost consultant.

b. Host Units are responsible for communicating with, providing information to, and accepting subject matter experts who wish to join the program and enter into no-cost consultant contracts. The Host Unit is responsible for the selection of issues, tasks, and functions which require assistance from a No-Cost Consultant. The Host Unit will also prepare all required forms for signature by the Garrison Commander.

c. No-Cost Consultants will perform assigned tasks pursuant to the terms and conditions of the no-cost consultant contract.

d. The No-Cost Consultant Program Administrator is responsible for maintaining copies of all no-cost consultant agreements and all other records. The administrator—

(1) Provides information and guidance to the Host Unit, No-Cost Consultant, and Garrison Commander.

(2) Provides required status reports to the Garrison Commander.

5. Restrictions.

a. Consulting services will be used only—

(1) On an intermittent basis;

(2) When required prior approvals have been obtained.

b. Consulting services will not be used—

(1) In performing work of a policy, decision making, or managerial nature which is the direct responsibility of agency officials.

(2) To bypass personnel ceilings, pay limits, or competitive employment procedures.

(3) To aid in influencing or enacting legislation.

c. Former civilian or military employees will not be given preference in arranging for consulting services.

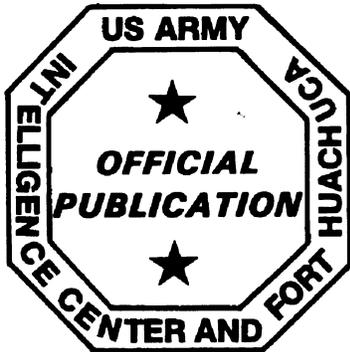
d. No-Cost Consultants are subject to the conflict of interest restrictions set forth in DODD 5500.7-R, Chapter 5. Questions concerning a possible conflict of interest should be referred to the ethics counselor, Staff Judge Advocate.

6. No-Cost Consultant Contract.

Prior to the commencement of any task by a no-cost consultant, Form 690-6-R-E (Consultant/Expert Certificate) must be signed by both the No-Cost Consultant and the Garrison Commander, and it must be on file with the No-Cost Consultant Program Administrator.

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(ATZS-CDR)



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