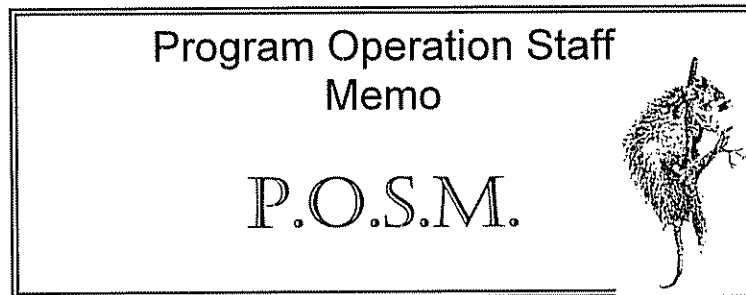


May 2004

DCP ARC 6130 Executive Blvd Room 3053
Rockville, MD 20852-7343

Issue #1



DCP Program Operation Staff,

The following "Program Operation Staff Memo" (P.O.S.M.) is designed to inform you of important policy and regulation changes and will be used when the more formal Operation Staff Meeting (OSM) cannot be held.

This month's Topics of discussion are:

**** PROCUREMENT ****

CCR REGISTRATION:

An April 26, 2004 memorandum from the DHHS granted a Permanent Class Deviation from the required Central Contract Registration (CCR). NIH is no longer required to have individuals with specific scientific expertise we are bringing in under Professional Service Orders (PSOs) and /or purchase orders register in the CCR. These specialized individuals are considered infrequent business partners engaged for specific research support. An April 28, 2004 email from Laurie Weker, Director, Division of Acquisition Programs/NIH, clarifies that after receiving six (6) orders, individuals must register in the CCR. Individuals on PSOs are still required to be set for electronic funds transfer in the ADB with their ACH information.

**** TRAVEL ****

NON-CONTRACT CARRIER JUSTIFICATIONS:

The electronic submission of Non-Contract Carrier Justifications is now mandatory. This is necessary to facilitate an electronic audit and review of our travel documents. As discussed in the April Operation Staff Meeting, this is accomplished by cutting and pasting the justification into the "Comments" section of the Travel Authorization. These comments will then appear on the .pdf preview of the document.

LODGING AMOUNTS IN THE NBS:

Actual lodging refers to the actual cost of the hotel, less taxes and other fees. This could be less than, equal to, or greater than the allowable lodging per diem rate. This amount is obtained from the hotel receipt. Lodging allowed refers to the rate that was previously approved on the travel authorization. Unless approval is granted, this amount will be no more than the normal per diem rate.

For example:

After the conclusion of official travel, the traveler submits a lodging

receipt for \$200 (actual lodging) per night, but the authorization was approved for normal per diem of \$150 (lodging allowed) per night. Both figures should be reflected on the voucher, but the traveler will only be reimbursed \$150 per night.

HHS-348 LEGAL AUTHORITIES:

When a non-Federal organization invites a Federal employee to participate in a scientific conference/meeting, etc. and offers to pay for or reimburse the NIH for travel expenses, a Special Ethics Clearance is required and the appropriate Authority Type (applies to the trip purpose) must be chosen.

31 USC - is meeting/conference attendance

42 USC - is used when providing advice, or traveling under a CRADA or Clinical Trials Agreement

5 USC - is used when the employee is attending training (rarely used)

****ETHICS****

HHS-520 RECUSALS:

A recusal memo is now a required attachment to all HHS-520 (Outside Activity) Packages. The form memo which must be signed by the employee and the supervisor, can be found on the ARC webpage. Note that the recusal remains in effect for one year from the date of the outside activity.