

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****

FILE RETENTION POLICY ON VISA IMPAC CARDS:

All purchase card transaction logs may be destroyed 3 years after final payment. The files can be closed at the end of the current fiscal year, retained for 3 years, and then destroyed. Purchase card transaction logs with actions still pending shall be brought forward to the next fiscal year's files for destruction 3 years after final payment.

NEW CCR/DUNNs INFORMATION (Stopping Spam):

Recently, there have been some complaints from individuals who are performing a service to the government via PSOs. Individuals who have registered with Dunn & Bradstreet as part of the CCR registration process have been inundated with SPAM, unsolicited mail or both. Any individual who wishes that their name, address, telephone number and other personal information not be released or sold to third parties must call Dunn & Bradstreet's Customer Service at 1-800-234-3867 and request to be taken off of their listing.

**** ADMINISTRATIVE ****

NEW BUSINESS CARD POLICY:

Effective immediately, there has been a change in policy regarding the procurement of employee business cards. Appropriated funds may be used to purchase employee business cards for NIH employees who, in the conduct of their official duties, interface significantly and continuously with people or organizations external to NIH to further the statutory mission of NIH. However, the procedures for obtaining business cards have changed. Attached to this POSM is a 3 page memo on the Employee Business Card Policy and a Sample Request form. If an employee in your research group qualifies for a business card purchase, he/she must have their immediate supervisor sign a completed Request Form and must submit this to their Administrative Officer (AO). The A.O. will then route the form to the Executive Officer for final approval.

ENTERING FY'05 TRAVEL:

Direct Expense Authorizations (Paid from Group's CAN):

The project numbers that are currently in the system only tie to FY2004 CANs. You can now enter travel orders in NBS for travel beginning October 1. However, these orders cannot be final approved until the FY05 CAN tables are uploaded into the NBS system; this usually occurs some time in September. Should CAN numbers/project numbers change in FY2005, the travel planner would need to adjust the travel order by deleting the FY2004 project number and replacing it with the FY2005 project number before the order is final approved by Dr. Greenwald or the AO.

Sponsored Authorizations:

For sponsored travel orders, you can enter the travel orders into the NBS and they can be routed and conditionally approved so that they reach Anne Rogerson's queue. She will hold all FY2005 travel orders until she receives the ok to approve FY2005 travel. This will allow the Ethics Office sufficient time to review the hard copy.

SUMMARY

Direct Expense:

- Planner will prepare, but will not e-route the document
- Submit a complete hard copy to the ARC for review
- The ARC will maintain a file for the FY05 authorizations
- Planner will adjust the authorization after the FY05 CAN tables have been uploaded
- Remember to add "Pending the availability of FY05 funds" until a budget is passed

Sponsored:

- Planner will prepare and e-route document through normal channels
- Submit a complete hard copy to the ARC for review and submission to the Ethics Office
- Document will stay in Anne Rogerson's queue
- Planner will adjust the authorization after the FY05 CAN tables have been uploaded
- Remember to add "Pending the availability of FY05 funds" until a budget is passed

*****NFTs are still submitted within the required leadtime*****

****PERSONNEL****

TSP -vs- EMPLOYEE EXPRESS:

Lately, we've received quite a few questions about when to use the TSP website and when to use the Employee Express. The TSP PIN is used strictly to access your TSP Account. You can change the allocation of your future contributions OR request an interfund transfer via the TSP website. With the only exception being you cannot enroll or increase your current contribution election with the TSP PIN.

The Employee Express PIN is used for TSP to begin, stop or change the amount of your current TSP contributions **at any time**; and to direct the percent or dollar amount to be deducted from your pay for the TSP (**only during TSP Open Season.**)

Employee Express is the **mandatory** mechanism for changes to any items requiring deductions from your salary, such as adding, changing or deleting: allotments, direct deposits, home addresses, state and federal tax exemptions and health benefits (**only during FEHB Open Season.**)

****PERSONNEL****

FGLI OPEN SEASON COMING UP SOON:

The U.S. Office of Personnel Management (OPM) has announced an upcoming open season for the FEGLI program that will be held from September 1 through September 30, 2004, marking the 50th anniversary of the program. The FEGLI program consists of Basic life insurance coverage (your annual base salary rounded up to the next \$1,000 plus \$2,000) and the following optional insurance: Standard (\$10,000); Additional (coverage for up to five times your base salary); and Family (coverage for your spouse of \$5,000 and each dependent child for \$2,500 or up to five multiples of those amounts).

During the open season, if you are in a position that confers eligibility for the FEGLI Program you will be able to enroll or increase your coverage without taking a physical examination. Open season elections will be effective September 2005. OPM will have a special FEGLI 2004 open season web site prior to the start of the open season which will contain an election form, a calculator, and more information about the program. If you do not wish to change your current coverage no action on your part will be needed.



June 10, 2004

TO: Executive Officers and Chief Contracting Officers

FROM: Head of the Contracting Activity and Director, Office of Acquisition Management and Policy
Director and Deputy Chief Financial Officer, Office of Financial Management

SUBJECT: Use of Appropriations to Purchase Employee Business Cards

1. BACKGROUND

- a. On March 17, 1998, the Deputy Associate General Counsel (DAGC), HHS, issued a memorandum on the subject "Use of General Appropriation Funds to Purchase Business Cards for Employees." This memorandum clarifies the U.S. Department of Justice opinion dated August 11, 1997, authorizing executive agencies, under certain circumstances, to use appropriations to purchase business cards for employees.
- b. On April 20, 1998, the Deputy Assistant Secretary, Finance, HHS, issued a memorandum on the subject "General Counsel Opinion on Business Cards." This memorandum referenced the DAGC, HHS, March decision and advised OPDIV Chief Financial Officers to evaluate their individual circumstances in applying DAGC's guidance.

2. POLICY

- a. Appropriated funds may be used to purchase employee business cards for NIH employees who, in the conduct of their official duties, interface significantly and continuously with people or organizations external to NIH to further the statutory mission of NIH. Employee business cards should only be used to facilitate prompt and efficient business-related communications with persons outside of NIH (Government and Non-Government).

NOTE: Use of appropriated funds for the purchase of employee business cards is not authorized for Federal Advisory Committee Members and Special Government Employees.

- b. Use of appropriated funds to purchase employee business cards for purposes other than described in this policy is not authorized.

- c Employee business cards must be procured using the following procedures:
 - (1) Employee business cards for Institute personnel can be purchased through the NIH Printing Branch, Division of Medical Arts and Printing Services, ORS (NIH Printing Branch)(301/496-3881) If the NIH Printing Branch is not used, then the purchase must be made from the Lighthouse for the Blind (LB), Seattle, Washington, unless a purchase exception exists under FAR 8.706 (41 CFR 51-5.4) LB is a mandatory source via the Javits-Wagner-O'Day Act The General Services Administration has issued the LB a Federal Supply Schedule contract to supply employee business cards to Federal employees
 - (2) Employee business cards for Center or other NIH component's personnel must be purchased through the NIH Printing Branch

The NIH Printing Branch will only accept Central Services Accounting (CSA) requests for the purchase of employee business cards. Requestors must also go to the website address: www.nih.gov/od/ors/dss to place orders. Contact the NIH Printing Branch at (301) 496-3881 for more information.

- d The standard employee business card format must include: "Department of Health and Human Services" and "National Institutes of Health" in either text or logos; employee's name and official organizational title (informal titles and references cannot be used); address, telephone number, fax number, and e-mail address. The IC or Center logos may be included

The purchase of employee business cards with foiled logos is prohibited. The inclusion of personal cellular telephone numbers on the employee business cards is also prohibited.

- e Orders for business cards shall be reasonable in relation to their usage by the particular employee In most cases, orders will not need to be placed more often than yearly for an employee. Most employees will not need more than 250 cards per year An adequate justification for quantities exceeding 250 employee business cards is required. A reorganization or change in position may necessitate replacement of cards

3. RESPONSIBILITIES/PROCEDURES

- a The employee shall submit a written request for employee business cards to their immediate supervisor The written request must describe the employee's duties, why the employee business cards are required, the level of interaction with people or organizations external to NIH, and how the employee's communication capabilities are or will be adversely impacted without the employee business cards. If more than 250 cards are needed, the written request shall state the number of cards required and include an adequate justification for the excess quantity.
- b The immediate supervisor of an employee requesting business cards will be responsible for the following:

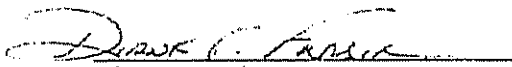
- (1) Reviewing and determining whether the request to purchase employee business cards is justified. Requests will not be considered if the employee does not have significant and continuous interaction with persons or organizations external to the NIH.
 - (2) Ensuring that requested quantities in excess of 250 business cards are justified and reasonable.
 - (3) If applicable, ensuring that requests for cards in excess of one order per year per employee are justified and reasonable.
 - (4) Requesting approval of employee business card requests from the Executive Officer (EO)(cannot be re-delegated)(see attached sample memorandum). Requests for EO approval can be handled via e-mail or fax. Approvals must be obtained in writing before the acquisition process begins.
 - (5) Maintaining written approval of employee business card requests.
- c. The individual responsible for ordering supplies cannot begin the acquisition process for an employee business card order until there is written evidence of EO approval.

If the employee business cards are ordered through the NIH Printing Branch, a copy of the EO approval (with the CSA ordering number, -P or X, affixed) must be faxed to (301) 480-4548.

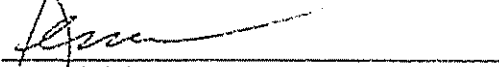
4. INQUIRIES

If you have questions or comments regarding this memorandum, please contact Allyson Y. Stokes by telephone at (301) 496-6014, email at as463u@nih.gov, or fax to (301) 402-1199

This memorandum supersedes all previous guidance.



Diane J. Frasier
Head of the Contracting Activity and
Director, Office of Acquisition
Management and Policy



Kenneth Stith
Director, Office of Financial Management
Deputy Chief Financial Officer

Attachment – Sample Request for Approval Memorandum

USE OF APPROPRIATIONS TO PURCHASE EMPLOYEE BUSINESS CARDS

SAMPLE REQUEST FOR APPROVAL MEMORANDUM

DATE:

FROM:

TO: (Insert Name)
Executive Officer, (Insert IC)

SUBJECT: Request for Approval to Purchase Employee Business Cards

Attached is the justification to purchase employee business cards for [insert name] of my staff

The employee interacts significantly and continuously with people or organizations external to NIII. Use of the employee business cards would facilitate prompt and efficient business-related communications in the course of such interaction, which furthers the statutory mission of NIH. The quantity of [insert number] employee business cards requested is determined to be reasonable.

Your approval is requested.

(Signature)
Immediate Supervisor's Name (typed)
Immediate Supervisor's Title

_____ This request is approved _____ This request is not approved

(Signature)
Executive Officer's Name (typed)