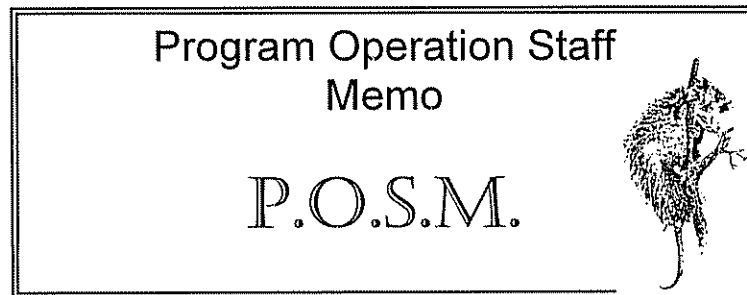


June 2004

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

Issue #2



*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) are not be held.*

*This month's Topics of discussion are:*

## **\*\*FISCAL YEAR CLOSEOUT DEADLINES\*\***

### **Travel Deadlines**

**12pm NOON WEDNESDAY SEPTEMBER 8<sup>TH</sup>** is the deadline for the submission of all fy'04 Local Travel Vouchers. Any local travel occurring after this date is due within 24 hours of your traveler's return.

**12pm NOON WEDNESDAY SEPTEMBER 8<sup>TH</sup>** is the deadline for the submission of all Domestic, Foreign and Sponsored Travel Authorizations to the ARC. By 12pm Noon Sept 8<sup>th</sup>, you must submit both the electronic and hard copy of any pending travel for this fiscal year.

### **Procurement Deadlines**

Stop using your Visa IMPAC card by **12pm NOON WEDNESDAY SEPTEMBER 8<sup>TH</sup>** (Alert your AO if this presents a problem).

**12pm NOON WEDNESDAY SEPTEMBER 8<sup>TH</sup>** is the deadline for the submission of all complete purchase requests for fy'04.

## **\*\*OUTSIDE ACTIVITY (HHS-520) REQUIREMENT\*\***

### **Pen the Amount of Compensation**

When completing block #11, "Method or Basis of Compensation" on the HHS-520, please remember to indicate the amount of compensation. The amount should be penned in on the HHS-520 form in the available space on block #11. This allows the approver and the Ethics Office to see at a glance the amount offered to the employee.

## **\*\*TRAVEL ISSUES \*\***

### **New Required Field for NFT**

The DHHS has added a new field to the Notification of Foreign Travel Form, **Employee Status**, which is found under Traveler's Information. You should select GS (General Services) for any federal employee regardless of pay plan; PHS-CO for PHS Commissioned Officers, and Contractor or Other if none of the above.

## **\*\*PERSONNEL ISSUES\*\***

### **TSP OPEN SEASON ENDS June 30<sup>th</sup>, 2004**

The TSP Open Season began April 15<sup>th</sup> and ends on June 30<sup>th</sup>, 2004. During this open season, eligible employees can start or change their contributions. This will be your last opportunity to make a change in your TSP contributions until December! All requests must be submitted using Employee Express.

### **FEHB SERVICE DAY June 24, 2004**

A Blue Cross/Blue Shield Federal Employee Health Benefit (FEHB) Service day is scheduled in the Rall Building/South Campus C Mall from 11am to 1pm. This Service Day is for the benefit of FEHB enrollees who have questions or problems with their enrollment or claims. These are one-on-one meetings with plan representatives. No appointment is necessary. You will be seen on a first come, first served basis.

## **\*\*ADMINISTRATIVE ISSUES\*\***

### **MCI Now Sets Up Your Conference Calls**

Effective immediately the vendor that provides telephone support to place conference calls for NIH has changed from AT&T to MCI. Please use the instructions on the following website to set up all conference calls: [http://www.cit.nih.gov/dnst/DNSTweb/audio\\_conferencing.html](http://www.cit.nih.gov/dnst/DNSTweb/audio_conferencing.html)

If you would like to set up a MCI conference call account, please call Lisa Johnson on 301-594-9466

If you have a topic you'd like to see on next month's agenda, please email Eric Graves. We're always happy to receive your comments