

Program Operation Staff Memo



P.O.S.M.

Issue 4

August 2004

PROCUREMENT NEWS

Purchase Cards:

In our June Program Operation Staff Memo, you were instructed to stop using your Visa IMPAC card by 12pm, Wednesday Sept 8th. This has now changed. The **NEW cut off date is Friday, August 27th, 2004**. Alert your AO if this presents a problem.

Pre-Obligations:

Nancy Davis emailed all cardholders full Purchase Card Closeout Procedures on August 12, 2004. Below is a useful summary table:

SUMMARY TABLE OF CRITICAL DATES AND ACTIVITIES FOR END OF FY 2004 PURCHASE CARD OBLIGATIONS	
CRITICAL DATES	ACTIVITIES
September 27 th	The last day that purchases for FY 2004 will appear in the ADB for reconciliation for end of FY 2004. Refer to paragraph B. 1.
September 30 th	Cardholders can make FY 2004 Purchases through the close of business today Refer to the Note on the first page after the Title
September 27 th to October 2 nd	Reconciliation by Cardholder and CAO of purchases for end of FY 2004 in the ADB must be completed Refer to paragraph B. 2.
September 27 th to October 2 nd	Pre-obligations (up to 10 CANs per account) must be entered by the Cardholder and/or CAO and approved by the CAO by 5:00 p.m. on Saturday, October 2 nd . Refer to paragraphs C.2. through C. 5.
October 4 th	ADB will resume daily updating of purchases not included in the ADB by September 27 th and purchases made on or after September 27 th . All of those purchases will automatically be charged against the FY 2005 Default CAN until you reconcile. You may begin to reconcile on October 4 th . Refer to paragraph F. 5.
October 4 th	FY 2004 purchases discovered that were not entered by October 2 nd must be forwarded in writing to their IC Budget Office who will forward this on to the Office of Financial Management (OFM). Refer to paragraph F.1. through F. 4.
During FY 2005	After October 4 th , FY 2004 purchases discovered that were not entered into the ADB must be forwarded in writing to your IC Budget Office Refer to paragraph G.

THANK YOU!

As the fiscal year comes to a close, the ARC wanted to take this opportunity to thank all of the Program Operations Staff Members in the Division of Cancer Prevention for their help.

The year has been full of changes, including the rollout of the new Gelco travel system and what we think is an unprecedented number of changes in administrative procedures, regulations, and policies. You have all handled these changes with patience, grace, and dignity in spite of having to deal with all of the issues surrounding the DEAS and the mandated A-76 competition. The fact that you have performed all of your duties in the face of a continuously shifting work environment and uncertain personal implications is a testament to your abilities and your professional demeanor. If you would like a working example of "grace under pressure" you can simply reflect back on this fiscal year.

The next fiscal year will also bring about great change. Regardless of what those changes are, please remember that we are here to help you and look forward to working with you in the coming year.



PERSONNEL

FEGLI

There will be an open season for the Federal Employees' Group Life Insurance (FEGLI) during the month of September. It is the first general open season in over 5 years. No physical will be required to get or upgrade the insurance, but it will not be effective until 12 months after the date of enrollment.

THRIFT SAVINGS PLAN TOLL-FREE TELEPHONE SERVICE BEGAN ON JULY 1ST

Thrift Savings Plan (TSP) participants and beneficiaries can begin using the TSP's new toll-free telephone service beginning July 1st. Using the toll free service, you will be able to obtain TSP account or transaction information through the ThriftLine's automated telephone service 24 hours a day, 7 days a week. You will also be able to speak to a participant service representative at one of two TSP call centers between the expanded hours of 7:00 am to 9:00 pm Eastern Time, Monday through Friday.

Beginning July 1, 2004, for calls from the United States, Canada, Puerto Rico, and the Virgin Islands, the primary toll-free number will be 1-TSP-YOU-FRST (1-877-968-3778), and the TDD number for the hearing impaired will be 1-TSP-THRIFT5 (1-877-847-4385). The current number (1-504-255-8777) should be used for all other international calls.

WELCOME!

Welcome to Denise Phillips in the DCP ARC. Denise came from Walter Reed Medical Center and worked in the Psychiatric Ward (*she'll fit in perfectly here!*) And is the proud mother of one son. Denise is sitting in the secretarial station of our ARC (suite EPN 3053)

Welcome to Michelle Cooper and Michael Crawford. They are both support staff working under the new DEAS-MEO structure and will remain in DCP until further notice. Michelle has been assigned to the Nutritional Sciences Research Group and is located in room 3160. Michael has been assigned to the Biometry Research Group and is located in room 3131.

Please stop by to say hello if you haven't already.

TRAVEL

Proper Use of Object Class 21.51

Object Class 21.51 should only be used for large Cancer Meetings, such as the American Association of Cancer Research (AACR) or American Society of Preventive Oncology (ASPO). Object Class 21.21 should be used for all other meetings or conferences.

Don't Forget That Final Voucher Box!

If the Traveler has submitted all related travel receipts, you must check the Final Voucher Checkbox for ALL VOUCHERS in order to de-obligate any outstanding funds and close the Travel Authorization.

If for some reason a traveler discovers an unclaimed expense after the voucher has been approved, these requests will be handled on a case-by-case basis. Please work with your Admin Tech and Administrative Officer if this occurs.

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