



THE OLAO ACQUISITION NEWSLETTER

HOME PAGE: <http://www.nih.gov/od/olao/oa>

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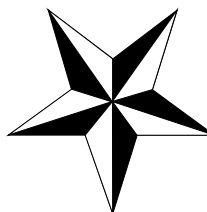
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SEND US YOUR ACQUISITION ARTICLES.
OLAO WEB SITE OR HARD COPY - HOW TO GET.
YOUR CO-EDITORS.



HIGHLIGHT(S)

OF THE MONTH

PRESENTATIONS FROM THE 2003 SIMPLIFIED ACQUISITION SYMPOSIUM WILL BE AVAILABLE ON THE OLAO HOMEPAGE

We have begun putting some of the presentations from the Simplified Acquisition Symposium on our homepage at <http://www.nih.gov/od/olao/oa>. From the homepage, select the Training section and then select 2003 Simplified Acquisition Symposium Presentations. Presently, you will find two of the presentations. One is entitled Reverse Auction and the other presentation is entitled Administrative Restructuring . Please check this website periodically, because additional presentations will be added.

TERMINATION OF THE RADIOACTIVE MATERIALS ORDERING SYSTEM (RAMOS)

Provided by Israel Putnam, Chief, Materials Acquisition Unit, RMCS, RSB

Some Purchasing units within institutes at the NIH use the RAMOS. It was originally designed as a system to provide efficient ordering, receipt, and payment of Radioactive Materials orders. When RAMOS started in 1995, 65% of all radioactive materials items were placed through that system. Recently less than 42% of all radioactive materials were ordered through this system. With changes in Radioactive Materials ordering such as IMPAC, and vendor inability to provide needed information, the RAMOS is no longer a viable option for use in the New Business System (NBS).

Reasons for not moving the RAMOS into the New Business System (NBS)

•• **ELIMINATION OF EXTRA FEES:** The cost for placing RAMOS orders incurs Service and Supply Fund charges from elsewhere at the NIH. Those charges are passed on to Radiation Safety's RAMOS customers (also charged by S&SF). Those extra charges are placing an additional \$15/item on RAMOS orders; by 2005 the difference between orders placed by RAMOS versus not using RAMOS will be approximately \$60 per line item.

•• **EQUIVALENT FORM AVAILABLE:** Radiation Safety requires a form be completed for each item of radioactive material received at the NIH, (the NIH88-1). The RAMOS system provides the form electronically however; Radiation Safety recently has provided an Adobe-based form on the NIH forms page. Additionally, Radiation Safety has a Portal version of the NIH88-1 form for electronic submission, as well as still accepting the form by means of FAX or Interoffice Mail.

•• **ELIMINATION OF AGGREGATE CHARGES:** When Radiation Safety places RAMOS orders with some vendors, shipping charges are incurred. Presently those charges equal \$27,000/year, and are passed on to users of the RAMOS

system. Also any payments made later than 30 days by Accounts Payable, Div. of Finance, incur interest charges, which are also passed on to RAMOS system users.

•• **IMPROVED USER UPDATE CAPABILITIES:** The RAMOS does not allow minute changes in user status, such as training levels or dosimeter information. Many orders have incorrect information that relates to individual user records for each shipment. These records must show correct detail in order to comply with Nuclear Regulatory Commission Regulations.

•• **REDUCTIONS IN GOVERNMENT WASTE:** The RAMOS system is burdensome in relation to inquiries by end users. On many occasions vendors have items on backorder, which are coordinated through Radiation Safety. The RAMOS system creates an individual payment number that Radiation Safety uses for payment to the vendor. When researchers, purchasing agents or other support staff contact the vendor without checking with Radiation Safety, for the proper payment number, the vendors state that they have no record of the order and then create a duplicate order. This creates confusion and problems with payment to the vendors.

Radiation Safety is requesting the end of RAMOS in the Administrative Data Base (ADB) as of 10/1/03.

All future orders of radioactive materials will be placed by the same purchasing functions that had been used previous to the creation of RAMOS. An 88-1 form is still required for each item of radioactive material delivered to Radiation Safety. NIH 88-1 forms are available at this web address:

http://forms.cit.nih.gov/adobe/procurement/NH88_1.PDF

Or:

<http://www.nih.gov/od/ors/ds/rsb/forms/881.pdf>

Both of these are click able forms allowing the user to fill out the form on screen and then print it out for signature and forwarding. The forms are

still available in the self-service stores as well. The form is required to be at Radiation Safety before the radioactive material can be delivered to a lab.

Radiation Safety is in beta/development stage of a web site that will allow Purchasing Agents and Authorized Users the ability to complete the form online and then electronically send it to Radiation Safety; this web portal is anticipated to be available sometime after June of this year. The Radiation Safety Portal address is- <https://Ors021oraa.od.nih.gov/>

All shipments of radioactive material must be delivered to:

Radiation Safety Branch
(Authorized User Name and Number)
Building 21 Room 107
21 Wilson Dr.
Bethesda, MD. 20892-6780

When providing shipping information to the Vendor, do not provide any secondary or end-user address. If you have any questions, feel free to contact Israel Putnam or his staff at 301-496-3277.

CENTRAL CONTRACTOR REGISTRATION

This article is provided so that you will be aware of this new requirement should a vendor ask you about it.

The following information is being provided to NIH BPA vendors by the BPA Program in the Office of Logistics and Acquisition Operations (OLAO) and has been provided to NIH contractors, whose period of performance extends beyond September 30, 2003, by the Office of Acquisition Management and Policy (OAMP). Please refer any questions to Pat Seidel in the Acquisition Services and Review Branch, OLAO on 301-435-3951.

All Government vendors and contractors are required to register in the Central Contractor Registration (CCR) by September 30, 2003. Vendors/contractors must register before they can receive new awards issued after September 30, 2003. The CCR System will be the primary vendor/contractor database for all Federal agencies. Vendors/contractors must update or renew their registration annually to maintain an active status in order to allow payments to continue. It is imperative that they maintain an Active status in CCR, as contracts will be awarded and payments made only to Active vendors. If they are already registered in the CCR System, they will need to verify that the information for their organization is current.

To register, vendors go to the CCR Web site at <http://www.ccr.dlis.dla.mil>. They must complete a one-time registration that provides basic information relevant to their company's procurement and financial transactions. They can download a CCR Handbook from the Web site.

For registration assistance, vendors may refer to the Web site for a CCR Customer Service Representative. The main telephone numbers for CCR assistance are 1-888-227-2423 (within the U.S.) And 1-616-961-4725 (outside the U.S.). The e-mail address is ccr@dlis.dla.mil.

DELPRO NOTES AND SIMPLIFIED ACQUISITION NEWS

LEVEL I PACKAGES FOR JULY

The next Level I Certification Board will meet some time at the end of July, 2003. Please submit your Level I Package early to your IC Coordinator so that your IC Coordinator can send your package to Annette Romanesk, 6011 Executive Blvd., Room 547H by July 7, 2003.

BLACKBERRIES

The department-wide moratorium on the purchase of Blackberries has been lifted.

The recommended PDA for use at NIH is the RIM Blackberry which is the HHS standard for all handheld devices needed for e-mail or for voice and e-mail communications. The current recommended HHS-standard model is Model 6710. The Model 6710 can be purchased directly from the following companies. You do not have to contact NITAAC.

RIM Blackberry 6710 from A&T Systems

Request a quote via email

Contact Jackie Morella,

jackie.morella@ats.com

Phone: 301.384.1425

or

RIM Blackberry 6710 from CDW-G

Contact Charles Kriete,

charkri@cdwg.com

Phone: 877.325.2146

The purchase card may be used to purchase the one year airtime.

Also, NITAAC has instructed us that if you already have a Model 957, you can keep this model and still get airtime and service for this model.

The IC Executive Officer must approve the acquisition of all new or replacement PDAs and related service contracts for staff in their respective IC. The IC EO and NIH Chief Information Officer (CIO) must approve all exceptions to procuring the HHS-standard PDA device. Exception requests must include documentation that supports the reason that a Blackberry Model 6710 cannot meet the staff's needs.

ICs shall refer to information provided on the CIT website at

<http://isdnp.nih.gov/hardware/blackberry.asp> when procuring Blackberry devices.

PAYING HONORARIUM/FEE FOR SERVICE TO A TRAVELER ON A B1 VISA

Dr. Philip S. Chen, Jr., Acting Chief of the International Services Branch, outlined in an email to the NIH Scientific Directors in July, 2002, when it is possible to offer honorarium/fee for service to a B-1/B-2 visitor on a Professional Service Order. (A B1/B2 visa is a visa given to a temporary visitor for business.) Note that the visit must be nine days or less in duration. There are also other requirements that must be met in order for the B-1 individual to be allowed to receive honorarium.

(1) The activities last no longer than nine days at any single institution or organization;

(2) Payment is offered by an institution or organization described in INA 212(p) meaning an institution of higher education, a related or affiliated nonprofit entity, or a non-profit research organization or a Government research organization.

(3) The honorarium is for services conducted for the benefit of the institution or entity; and

(4) The alien has not accepted such payment or expenses from more than five institutions or organizations over the last six months.

Until Dr. Chen's email to the Scientific Directors, it was only possible to reimburse travelers on a B1/B2 visa for per diem, travel and incidental expenses.

Dr. Chen states, You may wish to pay an honorarium to a short-term Foreign visitor on a B-1/B-2 Visitors Visa (or from a Visa Waiver country who enters the U.S. without a visa). Allowing for payment of honoraria to individuals on Visitors visas/Visa Waiver Program will put the NIH in line with most academic institutions, which now provide for such payments.

VISA APPLICATION AND ISSUANCE FEES

NIH may reimburse peer reviewers for VISA application and issuance fees. According to the Comptroller General, VISA application and issuance fees are a permissible travel expense for individuals on official temporary duty Government travel. Thus, peer reviewers traveling under a B-1 visitor's VISA may be reimbursed for visa applications and issuance fees that are reasonable business expenses. Dr. Chen states that there may be applicability to members of intramural Boards of Scientific Counselors, but the majority of those affected will be reviewers of intramural grant applications.

FEDERAL SUPPLY SCHEDULES

A Federal Supply Schedule also known as a Multiple Award Schedule (MAS) is a listing of contractors that have been awarded a contract by GSA that can be used by all Federal agencies.

You must order from Federal Supply Schedules before ordering on the open market.

How do I get started using schedules?

Visit the Schedules E-Library at <http://pub.fss.gsa.gov>

How do I use Schedules E-Library?

You can search by

- Schedule number or title
- Contractor name
- Contract number
- Special Item Number
- Key word or phrase

If I don't have internet access, how can I get this contract award information?

For those without Internet access, a list of the current contractors can be obtained by contacting the FSS Information Center at (703) 305-6477.

You can also order copies of Schedules by completing GSA Form 457, FSS Publications Mailing List Application, and mailing it to:

GSA Centralized Mailing List Service (7CAFL)
P.O. Box 6477, Fort Worth, TX 76115

(copies of GSA Form 457 can also be obtained from this address) or by calling (817) 344-5215.

What are the ordering procedures for products?

Under The \$2,500 Micro-purchase Threshold

Order from any schedule contractor of your choice

Over the \$2,500 Micro-purchase Threshold

Look at 3 price lists or GSA Advantage
Select the Best Value

Orders Over the Maximum Order Threshold

Follow procedures for orders over \$2,500

Review Additional price lists

Seek price reductions from contractors that represent Best Value

Place your order with the contractor offering the Best Value

GSA Advantage is the electronic on-line ordering system for Federal employees. Visit <http://pub.fss.gsa.gov> and click on the GSA Advantage logo.

MISCELLANEOUS INFORMATION

NIH BUSINESS SYSTEM

(The following information was taken from the March 2003 edition of the NBRSS Today http://nbs.nih.gov/documents/NBRSS_Today_March_2003.doc.)

The Center for Information Technology (CIT) business intelligence initiative is known as nVision. nVision is the reporting system for the NIH Business System (NBS) and is an evolution of the NIH Data Warehouse (DW) The NBS will replace

the functions of the Administrative Database (ADB) and most of the Central Accounting System (CAS) over the next few years. As each NBS business area is rolled out, nVision will deploy a corresponding reporting system. nVision Travel will be the first business area of the new NIH business intelligence system to roll out.

How will the release of nVision Travel v1.0 affect the DW?

The DW will continue to offer all existing business areas until they have been updated and migrated to nVision. So for now, unless you use Travel reports, you will continue to use the DW just as you have.

What is the difference between nVision Travel and DW Travel?

nVision Travel reports contain the same type of information that has been included in DW Travel reports. The difference is that nVision Travel receives data from NBS Travel and DW Travel receives data from the ADB. Once the NBS Travel system goes live, all new Travel Authorizations (formerly known as Travel Orders) will be entered into NBS travel instead of the ADB. When nVision v1.0 goes live, for a while, Travel Authorizations previously entered into the ADB will still be reported using DW Travel. Subsequently, historical travel data will be migrated from the DW to nVision, and then, nVision will be the primary reporting system for all travel information.

How can you register for nVision Travel?

Registration will be available for nVision Travel. Once nVision registration begins, an online registration form will be located on the nVision web site at <http://nvision.nih.gov/>. If you are currently registered for the NIH Data Warehouse DWQuery Travel, after confirmation from your Executive Officer, you will automatically be given the same type of access to nVision Travel. All other users will need to complete the nVision registration process. Any questions that you may have can be sent to nVisionSupport@nih.gov.

Is classroom training available?

nVision training is available for all NIH staff interested in hands-on, instructor-led, classroom training. For more information about nVision Travel and training registration go to <http://training.cit.nih.gov/> or call TASC at 301-594-3278.

How can nVision make your job easier?

nVision was built using industry leading, state-of-the-art business information technology and offers many useful features and benefits such as the following:

nVision is a web based system and is accessible from any PC or Mac that has web access and a web browser. If your computer is web-ready, you don't have to install any software to use nVision

nVision uses the NIH Login ID for access. The NIH Login ID also permits access to a variety of information and systems available on the NIH Portal. Once you are successfully logged in to the NIH Portal, all NBS and nVision systems that you are registered for are available for use. No additional login is required. The URL for the NIH Portal is <http://my.nih.gov>. If you have any questions about how to login to the NIH Portal contact TASC at 301-594-3278.

nVision offers a report scheduling option. You can schedule reports to be printed hourly, daily, weekly, or monthly. Scheduled reports can be delivered to an email mailbox or to your Favorites folder on the nVision-reporting interface. Now you can receive reports, as needed, automatically.

nVision data can be saved in a variety of formats to be used with other applications such as Microsoft Excel, Microsoft Word, Microsoft Outlook and Adobe Acrobat Reader. You can include nVision reports in email messages or combine data and perform calculations using spreadsheets.

nVision allows you to collect favorite reports in a separate folder. Now your report links can be located quickly and easily.

nVision offers a search feature that finds reports by title, folder name, or individual field name. This is a valuable tool for finding the right reports that meet your information needs.

nVision includes a drop-down list box that contains links to the last five reports that you ran. This helps remind you which reports you used most recently.

nVision reports take advantage of enhanced reporting capabilities, such as links, that display detailed information within summary reports and reports that display information in chart format for easy comparison of data.

be done to ensure that the NBS Travel System works seamlessly with these various components.

Electronic Voucher process - Part of the Federal government's new e-gov initiative requires all new automated Federal systems to include an electronic routing and signature feature. Therefore, the NBS Travel System cannot be deployed until this capability is fully operational for NIH Travelers.

Reporting - After the NBS Travel System deploys, the ICs will continue using the current Data Warehouse for generating reports from the ADB. The NBS Travel System software (Gelco) and CIT's new nVision will be used to report from the NBS.

Want to learn more about nVision?

Keep up with the latest developments on nVision, including registration, training, and general information at <http://nVision.nih.gov>, or you can contact them at nVisionSupport@mail.nih.gov.

An inside look at the NBS Function Teams...

Travel...The NBS Travel Team is coordinating with several other related initiatives to help ensure a successful implementation:

NIH Login - This system security function validates each user's log into their computers each day. The user may then access all of the NBS modules for which they have permissions without additional logins and passwords.

Other NBS Components - Travel processing requires coordination with several other NBS functions, such as Oracle Financials. Rigorous testing has to

Training...On March 1, the NIH Training and Development Branch (TDB, formerly HRDD) assumed responsibility for delivering Travel Training. TDB offers classes on NBS Travel System functionality and Travel Rules and Regulations. To see TDB's Travel Training schedule of classes, select Courses, then Administrative Systems <http://learningsource.od.nih.gov>.

SHELTER-IN-PLACE INFORMATION

This information was provided from the Office of Research Services to the Executive Officers.

Emergency situations, such as a chemical, radiological, or biological incident, will elicit a NIH response appropriate to the event. One such response is "sheltering in place" which asks employees to remain in their building until emergency management officials determine that the event plume has dissipated. This response

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strategy is intended to be maintained for a short duration only - likely no more than several hours. Longer duration shelter in place strategies - and the extensive accompanying supplies - have historically been used during weather emergencies such as hurricanes. Shelter in place is the default mode of the Clinical Center in most emergencies because of the impracticalities of evacuating patients and the low likelihood of an emergency that would require evacuation of the entire building.

To clarify recent discussion regarding appropriate use of funds regarding shelter in place, the NIH does not support the acquisition of emergency supplies for each employee to shelter for extended periods of time due to the brief intended duration of the NIH chemical, radiological or biological shelter in place response. Additionally, the NIH is deferring decision on procurement of escape hoods and other devices until guidance is issued from the Interagency Security Committee or the Department of Homeland Security.

The NIH does encourage employee initiative and awareness in maintaining appropriate supplies - particularly prescription medications - for personal use in any emergency. The NIH also advises that each Administrative Officer coordinate the provision of a battery operated radio and a small number of flashlights and batteries for collective use in each office suite in any emergency situation.

The purchase card can be used to buy the battery operated radios and flashlights recommended in the paragraph above. The authority to use appropriated funds for this purpose falls under the "necessary expense rule" to provide "wellness" to employees.

For more information regarding employee preparedness, please visit the Department of Homeland Security website <http://www.ready.gov> or OPM at <http://www.opm.gov/emergency>.

BPA_s FOR SERVICES

When purchasing services from one of the BPA vendors, you must purchase from one of the Federal Supply Schedule vendors. You can only purchase services from an Open Market vendor if the Federal Supply Schedule vendors cannot provide the service at the same or lower rate as the Open Market vendor.

Orders \$2,500 or below may be placed with any Federal Supply Schedule vendor that can meet your needs. Orders above \$2,500, you must contact at least three Federal Supply Schedule vendors and seek competitive quotes. For orders above \$2,500, you should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

AVAILABLE TRAINING AND SEMINARS

2635

Purchase Card Processing System

The Purchase Card Log can be generated electronically through the ADB. This half-day course introduces electronic Purchase Logs and the reconciliation process with hands-on exercises in the ADB. Students will create and reconcile an electronic Purchase Log in the ADB.

This training is for current NIH Purchase Card holders who wish to create and reconcile electronic purchase logs using the ADB.

Course Date	Time	Location	Cost	Cancellation Deadline
6/12/2003	8:30 - 12:00 & 1:00 - 4:30	EPS	\$218	5/14/2003
7/30/2003	8:30 - 12:00 & 1:00 - 4:30	EPS	\$218	7/01/2003

2607

Simplified Acquisitions Refresher for AOs (2 classes each day)

This class will focus on changes and updates to Simplified Acquisition procedures, purchasing mechanisms, the ordering process, and the role and responsibilities of the Approving Official. The Delegated Acquisition (DELPRO) Reference Guide will be used. The audience is Administrative Officers/Approving Officials who have successfully completed the mandatory 4 day Delegated Acquisition Training course more than 2 years ago and feel they could benefit from an update course specifically designed to emphasize Approving Official s responsibilities.

Course Date	Time	Location	Cost	Cancellation Deadline
7/31/2003	8:30 - 12:00 & 1:00 - 4:30	EPS	\$190	7/2/2003

2636

Mandatory Purchase Card Training

This course introduces the NIH Purchase Card, Purchase Logs and reconciliation process. Students will learn cardholder and card approving official responsibilities, uses and limitations of the purchase card, ordering procedures, implementation and maintenance of Purchase Logs, and the reconciliation process. As part of the reconciliation process, the proper use of the ADB Purchase Card will be explained. The class consists of lecture and hands-on exercises with the ADB Purchase Log and reconciliation process.

This course is mandatory for all NIH employees who wish to become Purchase Card Approving Officials or Cardholders. It is also recommended as refresher training for current cardholders or card approving officials.

For more information, or to register, please contact the NIH Training and Development Branch on 496-6211 or visit the website: <http://learningsource.od.nih.gov/>

Course Date	Time	Location	Cost	Cancellation Deadline
6/9/2003	8:30 - 4:30	EPS	\$290	5/12/2003
6/10/2003	8:30 - 4:30	EPS	\$290	5/13/2003
7/14/2003	8:30 - 4:30	EPS	\$290	6/16/2003
8/11/2003	8:30 - 4:30	EPS	\$290	7/14/2003

Mandatory DELPRO Procurement Training

The Delegated Acquisition Training Program and advanced acquisition seminars listed below are mandatory for Purchasing Agents, Approving Officials, Ordering Officials, and Procurement Officials with DELPRO authority. Failure to complete these seminars may result in loss of authority for DELPRO purchasing. The following courses will be available for enrollment this FY2002 and FY2003.

2609

Federal Supply Schedules

Course Date	Time	Location	Cost	Cancellation Deadline
7/15/2003	9:00 - 12:00 & 1:00 - 4:00	EPS	\$245	6/17/2003

2610

Consolidated Purchasing Through Contracts

Course Date	Time	Location	Cost	Cancellation Deadline
7/16/2003	9:00 - 12:00 & 1:00 - 4:00	EPS	\$245	6/18/2003

2611

Buying from Businesses on the Open Market

Course Date	Time	Location	Cost	Cancellation Deadline
7/17/2003	9:00 - 12:00 & 1:00 - 4:00	EPS	\$245	6/19/2003

2617

Price Reasonableness in Simplified Acquisitions

Course Date	Time	Location	Cost	Cancellation Deadline
None	8:30 - 12:00 & 1:00 - 4:30	EPS	\$245	

2612**Professional Service Orders**

Course Date	Time	Location	Cost	Cancellation Deadline
6/11/2003	8:30 - 12:00 & 1:00 - 4:30	EPN	\$245	5/14/2003
7/29/2003	8:30 - 12:00 & 1:00 - 4:30	EPN	\$245	7/1/2003

2603**Delegated Acquisition Training Program**

This class includes segments on processing FSS best value determinations, on open market requirements at various thresholds, and on each of the DELPRO mechanisms. Information is presented in a clear, logical and practical format. Included are exercises and a hands-on segment in which students actually access the ADB.

Course Date	Time	Location	Cost	Cancellation Deadline
7/15 thru 7/18/2003	9:00 - 4:00	EPS	\$784	6/17/2003
8/12 thru 8/15/2003	9:00 - 4:00	EPS	\$784	7/15/2003

NOTE: Although a cancellation deadline date may have passed, you may still submit a registration form through NIHITS in case an opening occurs. For further information, please contact the Training and Development Branch on 496-6211 or visit the website: <http://learningsource.od.nih.gov>

THE OLAO ACQUISITION NEWSLETTER

We encourage the ICs to send us any articles they may have related to acquisition so that we can include your articles in future newsletters.

The OLAO Acquisition Newsletter is published by the Office Of Logistics and Acquisition Operations (OLAO), OA, OD. This issue and prior issues are available through the OLAO homepage: <http://www.nih.gov/od/olao/oa>

To receive a hardcopy of the Newsletter or to correct/remove/add your mailing address for the Newsletter, Mailing Key F113A, please fax your request to (301) 402-0217, or email your request to the following individuals:

Ms. Arlene Wallace at: wallacea@ors.od.nih.gov Or Ms. Margaret Agresti at: agrestim@ors.od.nih.gov.

OLAO invites your comments and suggestions for future articles. Please address all correspondence to the co-editors Pat Seidel at: seidelp@od.nih.gov , Tim Theoharis at: theohart@od.nih.gov , Annette Romanesk at: romanesa@od.nih.gov , or John Best at: bestj@od.nih.gov. If you have any questions or comments regarding the information, policy and/or procedures published in the News, contact the DELPRO Helpline on 496-0400 and you will be referred to the appropriate area.