

<p align="center">Notification of Organizational Change</p>	<p>1. TO: <i>(title, IC, and building/room)</i></p> <p>Acting Associate Director for Administration</p>	
<p>2. TYPE OF CHANGE:</p> <p><input checked="" type="checkbox"/> Establish organizational components <i>(Functional statements are attached.)</i></p> <p><input checked="" type="checkbox"/> Abolish organizational components</p> <p><input checked="" type="checkbox"/> Transfer organizational components</p> <p><input checked="" type="checkbox"/> Retitle organizational components</p> <p><input checked="" type="checkbox"/> Revise functional statements <i>(attached)</i></p> <p><input type="checkbox"/> Revise Standard Administrative Codes</p>	<p>3. APPROVAL AUTHORITY</p> <p>Executive Officer, OD</p>	
	<p>4. EFFECTIVE DATE</p> <p>May 7, 2007</p>	
<p>5. CHANGES. List all changes that have just been approved. Include Standard Administrative Codes for each organization referenced. Identify each new organization as Intramural, Extramural, or Other. Use separate pages if more space is needed.</p> <p>The Office of Administration was re-titled as the Office of Acquisition and Logistics Management (OALM) (HNAM2). Please see below for other organizational changes within the Office.</p>		
<p>6. REORGANIZED COMPONENTS PLEASE NOTE: You are required to initiate action with your servicing personnel office. You must assure that all employees who are assigned to organizational components whose Standard Administrative Codes have been changed as a result of this organizational change are appropriately reassigned.</p>		
<p>7. SIGNATURE</p> <p>Joanne Eater, NIH Organization Officer, DMS, OMA</p>	<p>8. DATE</p> <p>5/9/07</p>	

NIH 2500 (Rev. 9/04)

In OALM's **Office of the Director** (HNAM21):

- Merged: Two of the Business Management Offices (Business Management Office for Human Relations and Information Technology [HNAM21-2] and the Business Management Office for Administration and Budget [HNAM21-3]) were merged into a new office, titled the Administrative and Program Resources Office (HNAM212).
- Established: The Deputy Director's Office (HNAM213).
- Abolished: The Business Management Office for Communications and Outreach (HNAM21-4).
- Revised: the Office of the Director's functional statement (HNAM21).

In the **Office of Logistics and Acquisition Operations** (OLAO) (HNAM27):

- Merged: The Division of Personal Property Services (DPPS) (HNAM273) into the Division of Logistics Services (HNAM272). The functional statement was revised, and DPPS was abolished.
- Transferred: The Division of Acquisition Programs (HNAM276) to the Office of Acquisition Management and Policy.

- Revised: The functional statements for the Office of Logistics and Acquisition Operations (HNAM27) and the Office of Acquisitions (HNAM278).

In the **Office of Acquisition Management and Policy (OAMP) (HNAM22)**:

- Re-titled: The Division of Acquisition Programs (just transferred in from OLAO) as the Division of Simplified Acquisition Policy and Services. HNAM225 was assigned as the Standard Administrative Code.
- Revised: The functional statements for the Office of Acquisition Management and Policy (HNAM22) and the Division of Acquisition Policy and Evaluation (HNAM223).

NEW AND REVISED FUNCTIONAL STATEMENTS

Office of Acquisition and Logistics Management (HNAM2)

(1) Advises the NIH Director and staff on acquisition and logistics activities and contract and grant financial advisory services, (2) provides leadership and guidance to NIH components on acquisition and logistics administration and management; (3) develops/implements policies, provides oversight and manages the operational components in the areas of acquisition and logistics management.

Office of the Director (HNAM21)

Plans and directs the activities of the Office of Acquisition and Logistics Management (OALM). (1) As the Head of Contracting Activity (HCA), advises NIH Director, the Deputy Director, the Deputy Director for Management (DDM), and other senior staff and provides leadership, direction and oversight for the NIH acquisition activities and programs; (2) provides leadership and administrative management support to all OALM sub-components in acquisition management and policy; financial advisory services, logistics and acquisition operations; and OALM's budget and financial management, administrative operations and program services.

Administrative and Program Resources Office (HNAM212)

(1) Advises the Director, OALM, and senior management in all human relations and administrative management issues and programs, including oversight and management of all administrative operations for the OALM; (2) serves as Special Assistant to the Director, OALM; (3) provides internal EEO, diversity management, and employee relations advice and/or guidance to the Director, OALM; liaisons with Office of Human Resource management on OALM personnel issues; (4) directs and manages the OALM Performance Management Program; (5) directs and manages the OALM Awards Management Program; (6) directs and manages the Telework Program and Alternate Work Schedule Program; (7) advises OALM management on all management and organizational restructuring initiatives; (8) oversees the OALM personnel delegations of authority; (9) develops OALM sponsored training programs; (10) oversees OALM training and organizational development programs; (11) oversees FTE management activity, travel, and OALM property custodial management activities; (12) develops and implements administrative policy and procedures OALM wide; (13) provides oversight and management of all administrative operations for the OALM; and (14) prepares, develops, coordinates and implements special projects/initiatives in support of OALM; and (15) manages and coordinates all OALM FOIA inquiries.

Deputy Director's Office (HNAM213)

(1) Manages the NIH Acquisition Career Program for acquisition career development training; approvals for Contracting Officer warrants, Delegated Procurement authorities for acquisition and other applicable administrative and scientific program staff; (2) enhances, maintains and manages the training profiles; (3) analyzes, interprets, formulates and disseminates policies and procedures to implement Federal, Departmental, and NIH regulations, policies and procedures; (4) conducts NIH acquisition succession planning and acquisition workforce recruitment and development initiatives. (5) manages the Acquisition Data Management Program; analyzes and coordinates acquisition information and prepares standard and

special reports; (6) manages NIH's Departmental Contract Information System (DCIS) and higher-level contract data systems; (7) manages the Contractor Performance System (CPS); (8) analyzes, develops, and coordinates automated data and documentation system initiatives in support of acquisition planning and oversight; (9) formulates and disseminates past performance policies and procedures; (10) manages the Acquisition Performance Measurement Program; monitors performance of Offices of Acquisition (OAs) through data analysis, surveys, reviews opportunities for leverage buying, and meetings; (11) maintains Service Level Agreements (SLAs), Customer Service Boards (CSBs), and OA surveys; (12) analyzes OA workload and staffing data; (13) performs OA internal management control functions; (14) conducts and evaluates acquisition performance measures; (15) serves as the NIH POC with HHS on Balanced Score Card assessments; and (16) serves as the NIH POC with HHS on NIH Small Business efforts and goals.

Office of Acquisition Management and Policy (HNAM22)

Advises the Director/HCA, Office of Acquisition and Logistics Management (OALM) and senior management. Provides leadership and direction: (1) for the development and implementation of NIH-wide contracting and simplified acquisition policies and procedures; (2) in implementing and executing continuous reviews and evaluations of NIH contracting operations to ensure adherence to the Federal Acquisition Regulation and all supplemental departmental and NIH policies and procedures; (3) in the area of financial advisory services; and (4) in the administration and oversight of the NIH Purchase Card Program, the NIH DELPRO acquisition system and the NIH-wide and restricted BPAs.

Division of Acquisition Policy and Evaluation (HNAM223)

(1) Advises the Associate Director, OAMP, and acquisition and program staff on acquisition policy and regulatory matters; (2) plans, develops and recommends NIH-wide acquisition policies, procedures and practices and participates with other offices in the Office of the Director, NIH, and with the NIH awarding components in the coordination and implementation of Federal and Departmental acquisition policies and procedures; (3) maintains a continuing staff level review of contracting operations to ensure effective internal controls of assigned Management Control Areas and adherence to Federal, DHHS, and NIH policies and standards through (a) the Board of Contract Awards that includes pre-solicitation reviews and pre-award reviews and analysis of proposed contract awards, (b) complex special acquisition reviews, and (c) recurring comprehensive procurement reviews of individual contracting offices; and (4) provides advice and assistance to ICs in matters involving agency and GAO protests and in improving the management effectiveness of IC contracting, and simplified acquisition processes.

Division of Simplified Acquisition Policy and Services (HNAM225)

Advises the Associate Director, OAMP, and staff of procedures and practices in the areas of simplified acquisitions, delegated acquisition, and acquisition support programs. Responsible for: (1) planning, developing, recommending and establishing NIH-wide procedures and practices in the area of simplified acquisitions; (2) administers and oversees the NIH Purchase Card Program, providing guidance, training and reviews; (3) administers and oversees NIH's DELPRO acquisition system, providing guidance, training and reviews; (4) plans, negotiates, awards and terminates NIH-wide and restricted BPAs; (5) administers and develops acquisition standards and specifications (including commodities) for NIH and other DHHS activities serviced by OLAO; (6) provides technical assistance to ordering offices, bidders and contractors on the design, manufacture, use and acquisition of equipment, supplies and technical services at NIH; (7) analyzes repetitive acquisitions to ascertain the most cost-effective method, including their consolidation into NIH-wide awards; (8) as requested, coordinates and submits pertinent acquisition business data and documentation; (9) prepares guidance and procedural updates and keeps the community informed of current, relevant simplified acquisition issues; (10) in conjunction with the Acquisition Career Program in OALM, manages delegated acquisition authority function and maintains files; (11) negotiates vendor discounts with open market and Federal Supply Schedule vendors; and (12) conducts discount validation reviews and identifies areas of procedural problems as well as non-compliance by BPA vendors.

Office of Logistics and Acquisition Operations (HNAM27)

Advises the Director/HCA, Office of Acquisition and Logistics Management (OALM) and senior management. (1) Manages the Office of Acquisitions, providing leadership and direction to operational contracting activities and contract administration; (2) provides leadership and direction to the NIH competitive sourcing (A-76) requirements; (3) provides leadership and direction on NIH-wide property, supply, and transportation operations; and (4) provides leadership and direction to the NIH Information Technology Acquisition and Assessment Center's (NITAAC's) IT acquisition support and administration.

Division of Logistics Services (HNAM272)

(1) Manages the NIH supply warehousing, property management, and transportation management programs, inclusive of shipping, receiving, fleet management, relocation services, and all aspects of the NIH personal property (equipment asset management) program; (2) writes NIH logistics policies and interprets and implements Federal and DHHS logistics regulations; (3) provides supply chain and transportation management advice and assistance to customers including NIH components and other Federal government organizations; (4) serves as NIH's central liaison on logistics functions; (5) prepares and consolidates recurring and unique logistics reports; (6) monitors NIH Corrective Action Plans for CFO reports and internal management control assessments; (7) participates on logistics task force and management studies; (8) publishes the NIH supply catalog; (9) manages the NIH Temporary Import Bond program; (10) serves as NIH's central liaison on property matters; (11) administers Government property in the hands of NIH contractors, grantees and cooperative agreement recipients; (12) approves and reviews Contract Property Systems; and (13) manages the disposal of NIH excess/surplus property.

Office of Acquisitions (HNAM278)

(1) Advises the Associate Director, Office of Logistics and Acquisition Operations on operational contracting activities; (2) responsible for research contracting operations servicing its dedicated IC customers; (3) responsible for simplified acquisitions, which include the procurement of a variety of IT and scientific systems, equipment, supplies, and services; (4) resolves payment problems associated with simplified acquisitions; (5) advises customers on methods of acquiring needed items or services; (6) analyzes and recommends changes to the NIH business system regarding purchase order processing; (7) provides acquisition support to the NIH competitive sourcing (A-76) requirements; and (8) provides and manages NIH contracts for services and supplies.