

POLICY AND PROCEDURE NCI-FREDERICK

Policy No. 100

Original Issuance Date - September 3, 2003

Revision # 1 - August 2009

POLICY AND PROCEDURE MANUAL

A. PURPOSE AND BACKGROUND

The Policy and Procedure Manual for the National Cancer Institute-Frederick (NCI-Frederick) provides general guidelines in the form of stated management principles, precepts, and standards and delineates the procedures for successful interaction of the operating contractors and the Government. The policies, procedures, and responsibilities set forth herein represent a unified approach to achieving contract objectives and overall operating efficiency.

This P&P is being issued to standardize and unify policies, procedures and responsibilities to promote successful interaction between operating contractors and the Government; facilitate the accomplishment of contract objectives; and improve overall NCI-Frederick operating efficiencies.

The NCI-Frederick P&P Manual is organized into the following sections:

- 100 – Administration
- 200 – Finance/Employee Expenses
- 300 – Personnel
- 400 – Facilities
- 500 – Contracts and Acquisitions
- 600 – Occupational Health Services
- 700 – Safety and Security
- 800 – Animal Resources

B. SCOPE

Each P&P will specify the scope and applicability of the P&P as follows:

The policy applies to **all** Contractor employees who work at NCI-Frederick and NCI-Frederick off-site facilities.

OR

The policy applies to **all** Contractor **and** Government employees who work at NCI-Frederick and NCI-Frederick off-site facilities.

C. DEFINITIONS

NA

D. PROCEDURES

NCI-Frederick contractors (Operations and Technical Support, Scientific Library Services, Computer and Statistical Support Services, and Primary Rodent Production Center) are

responsible for maintaining constant awareness and adherence to NCI-Frederick Policies and Procedures as required by the terms and conditions of their contract.

Any NCI-Frederick contractor can make a request to the Government upon recognition of the need for a **new** policy or **revision** to an existing policy.

All Policy and Procedures will be reviewed and updated (if necessary), at the minimum, every two years. For example, a P&P that is issued July 2009 will be reviewed and updated as necessary no later than July 2011. The biennial review of a Policy and Procedure shall be initiated by the Operations and Technical Support (OTS) P&P Coordinator. The outcome of the review may result in a revised, updated policy, mutual agreement that the policy shall remain as written or deletion of the policy entirely.

The procedure for implementation of a new policy, revision of an existing policy, or biennial review of a policy is attached to the Policy and Procedure as Attachment A.

All Policy and Procedures shall follow a standardized format. A standard Policy and Procedure template is attached to this Policy and Procedure as Attachment B.

The NCI Management Operations Support Branch (MOSB) will review and coordinate the inclusion of policies into the NCI-Frederick Policy and Procedure Manual. All Policies and Procedures contained in the web-based NCI-Frederick Policy and Procedure Manual will be reviewed and approved by the Management Operations Support Branch. **Only the MOSB can promulgate NCI-Frederick Policy and Procedures Manual Issuances.** The web-based Policy and Procedure Manual shall serve as the official Policy and Procedure Manual of Record.

E. RESPONSIBILITIES

NCI-Frederick Contractors:

Assure adherence to **all** policies, procedures, and responsibilities set forth in the web-based NCI-Frederick Policy and Procedure Manual.

NCI-Frederick Government Employees:

Assure adherence to all policies, procedures, and responsibilities that are designated as applicable to Government employees as set forth in the web-based NCI-Frederick Policy and Procedure Manual.

NCI-Frederick Contractor Principal Managers and Principal Investigators:

Provide feedback on new or revisions to existing Policies and Procedures.

OTS P&P Coordinator:

Drafts new or revises existing policy. Circulates for NCI-Frederick Contractor review and incorporates comments as necessary. Submit draft policy to MOSB P&P coordinator. Keeps track of biennial updates and initiates the biennial review process.

MOSB P&P Coordinator:

Reviews the draft P&P, makes comments/changes as necessary, and forwards the draft to the OSO P&P Coordinator for comment. Incorporates OSO comments and finalizes the P&P in Section 508 compliant PDF format. Archives final approvals of P&Ps by MOSB and OSO and forwards final P&P for web posting.

OSO P&P Coordinator:

Reviews the new or revised policy, coordinates the comments and review of applicable OSO staff, and provides consolidated OSO comments to the MOSB P&P Coordinator.

Director, OSO:

Approves the final Policy and Procedure prior to MOSB final approval.

Deputy Branch Chief, MOSB:

Coordinates approval by the Director, OSO and approves the final Policy and Procedure prior posting to <http://web.ncifcrf.gov/campus/administrative/policies/>.

ROLE	NAME
MOSB P&P Coordinator	Scott Drega
OTS P&P Coordinator	Andrea Gnuschke
OSO P&P Coordinator	Altia Sherman
Deputy Branch Chief, MOSB	David R. Ramos
Director, OSO	Dr. Craig W. Reynolds
Principal Manager, Scientific Library	Susan Wilson
Principal Manager, CSS	James Racheff
Principal Manager, APA	Dr. Patricia Fritz

F. REFERENCES

NA

NCI-FREDERICK POLICY AND PROCEDURE APPROVAL PROCESS				
STEP	ACTION	FORMAT	ROUTING	
			FROM:	TO:
1	The need for a <i>new</i> policy or <i>revision of an existing</i> policy is identified by any NCI-Frederick contractor or the Government and relayed to the Operations and Technical Support (OTS) Policy and Procedure (P&P) coordinator.	Electronic Mail	<ul style="list-style-type: none"> • Any NCI-F contractor • MOSB • OSO 	OTS P&P Coordinator
2	The OTS P&P coordinator coordinates the drafting of a new policy or revision of an existing policy and circulates the draft/revised policy to the Principal Manager/Principal Investigator for each NCI-F contract for comment.	Electronic Mail with draft P&P attached in Adobe PDF	OTS P&P Coordinator	Principal Manager / Principal Investigator
3	The Principal Manager/Principal Investigator of each NCI-Frederick contract provides comments to the OTS P&P Coordinator (with a cc: to the MOSB P&P Coordinator) within five (5) working days of receipt of the draft policy.	Electronic Mail	Principal Manager / Principal Investigator	To: OTS P&P Coordinator Cc: MOSB P&P Coordinator
4	The OTS P&P Coordinator incorporates suggestions from the Principal Manager/Principal Investigator as needed and submits the draft policy to the MOSB P&P coordinator.	Electronic Mail with P&P attached in Microsoft Word. Track changes used for revisions to existing policies.	OTS P&P Coordinator	MOSB P&P Coordinator
5	The MOSB P&P coordinator reviews the draft, makes revisions as necessary, and forwards the draft policy to the OSO P&P Coordinator for comment.	Electronic Mail with draft P&P attached in Adobe PDF	MOSB P&P Coordinator	OSO P&P Coordinator
6	The OSO P&P coordinator reviews the new or revised policy, coordinates the comments and review of applicable OSO staff, and provides consolidated OSO comments to the MOSB P&P Coordinator.	Electronic Mail	OSO P&P Coordinator	MOSB P&P Coordinator
7	The MOSB P&P coordinator incorporates the OSO comments and forwards the P&P to the OTS P&P Coordinator for concurrence. The OTS P&P Coordinator provides comments via electronic mail.	Electronic Mail with draft P&P attached in Adobe PDF	MOSB P&P Coordinator	OTS P&P Coordinator
8	The MOSB P&P coordinator incorporates any OTS comments and forwards the P&P to the Deputy Branch Chief, MOSB, for review. Any requested changes to the policy by Deputy Branch Chief are made by the MOSB P&P Coordinator and the final policy is forwarded to the Deputy Branch Chief, MOSB.	Electronic Mail with draft P&P attached in Adobe PDF	MOSB P&P Coordinator	Deputy Branch Chief, MOSB
9	The Deputy Branch Chief, MOSB, forwards the final Policy and Procedure to the Director, Office of Scientific Operations (OSO) for approval.	Electronic Mail with final P&P attached in Adobe PDF	Deputy Branch Chief, MOSB	Director, Office of Scientific Operations
10	The Director, OSO approves the Policy and Procedure and provides approval via electronic mail to the Deputy Branch Chief, MOSB.	Electronic Mail	Director, Office of Scientific Operations	Deputy Branch Chief, MOSB
11	The Deputy Branch Chief, MOSB forwards their approval along with the OSO Director approval to the MOSB P&P Coordinator and OTS P&P Coordinator. Once approved by the Deputy Branch Chief, MOSB, the policy is ready for posting to http://web.ncifcrf.gov/campus/administrative/policies/ .	Electronic Mail	Deputy Branch Chief, MOSB	MOSB P&P Coordinator OTS P&P Coordinator
12	The MOSB P&P Coordinator forwards the final Policy and Procedure in Adobe PDF to 508@css.ncifcrf.gov . If 508 compliance changes are necessary those changes will be made by the MOSB P&P coordinator and the file will be re-submitted to CSS for 508 compliance.	Electronic Mail with final P&P attached in Adobe PDF	MOSB P&P Coordinator	508@css.ncifcrf.gov
13	Upon determination of Section 508 compliance, the Policy will be forwarded to the CSS Webmaster for posting to the NCI-F website at http://web.ncifcrf.gov/campus/administrative/policies/ .	Electronic Mail with final P&P attached in Adobe PDF	MOSB P&P Coordinator	CSS Webmaster
14	After posting of any revised P&P to the NCI-F website, the superceded P&P will be saved to a common Y: drive that is accessible by all MOSB staff.	Superceded P&P in Adobe PDF		

**POLICY AND PROCEDURE
NCI-FREDERICK
(ATTACHMENT B - TEMPLATE)**

Policy No. (insert P&P #)
Original Issuance Date of P&P (Month, Day, Year)
Revision Number and Revision Issuance Date (Month, Year)
(INSERT P&P TITLE)

Note: P&Ps will be organized in an outline format (i.e. A.1.(a)(i))

A. PURPOSE AND BACKGROUND

This section includes a concise statement that specifies the basis for the policy, states what requirements the policy establishes, and answers the question of why the policy has been issued.

B. SCOPE

This section defines to whom the policy applies.

C. DEFINITIONS

This section defines any terms specific to the application of the policy.

D. PROCEDURES

This section defines the steps for implementing the policy. If appropriate, each step (or group of steps) should state the responsible party and follow a logical progression.

E. RESPONSIBILITIES

This section lists program areas, departments, and individual job titles for those who have responsibility for aspects of daily control and coordination of the procedure. This section also sets forth the scope of each entity's responsibilities.

F. REFERENCES

This section specifies any additional processes, policies and procedures, plans, or other items that are referred to in the body of the policy, as well as provides links to and specific guidance on the applicability of the referenced material.