



AUG 24 2007

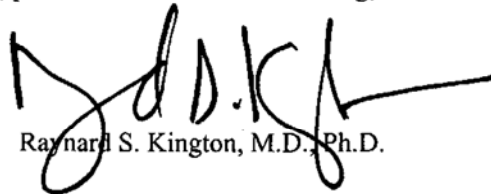
TO: IC Executive Officers  
FROM: NIH Deputy Ethics Counselor  
SUBJECT: Intergovernmental Personnel Act Appointees/Detailees

All Executive Officers are reminded that appointees and detailees to the NIH under the Intergovernmental Personnel Act (IPA) are subject to the criminal conflict of interest statutes and government-wide Standards of Conduct regulations, and may be required to file a public or confidential financial disclosure report. As you may know, the HHS-specific ethics regulations do not apply to them.

It has come to our attention that some IPA appointees/detailees are not being provided with the appropriate ethics training and, thus, are not aware they are bound by ethics laws and regulations while participating in NIH activities. To ensure all IPA appointees/detailees are aware of the ethics rules and requirements and to better safeguard the integrity of our programs, effective immediately, the following process has been developed to notify the IC Ethics Offices of all incoming IPA appointees/detailees prior to their start date at the NIH.

- Executive Officers, either directly or through Administrative Officers, must complete and send the attached reporting form to the IC Deputy Ethics Counselor (DEC) at least 30 days prior to the anticipated start date of the detail or appointment.
- Upon receiving this information, the IC DEC will determine what ethics training and reports the IPA appointee/detailee must complete upon entrance to the NIH, will contact the appointee's/detailee's supervisor, and will ensure that these requirements are met.

If you have any questions regarding this matter, please contact Ms. Marie Young, NIH Ethics Office, at (301) 402-6628.



Raynard S. Kington, M.D., Ph.D.

Attachment

cc:  
IC Directors  
IC Scientific Directors  
IC Deputy Ethics Counselors  
EPMC Members

Report of Incoming IPAs					
IC:					
Prepared by:					
Name of IPA	Position	Organizational Code	Proposed Start Date	Proposed End Date	Supervisor's Name
					Supervisor's Phone