

ROUTING AND TRANSMITTAL SLIP

Date

12/03/2008

TO: (Name, office symbol, room number, building, Agency/Post)

	Initials	Date
1. Sherley M. Mizzell, 6100/6C01D	SM	12-3
2. Diane A. Frasier, 6100/6D01	DF	12/10/08
3. Colleen Barros, 1/102	CB	12/11
4. Derrick Montford, 6100/6C01C		
5.		

Action	File	Note and Return
<input checked="" type="checkbox"/> Approval	For Clearance	Per Conversation
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REMARKS

Attached is the required documentation to rescind Manual Chapter 6342-70 "Contract Financial Reporting and Review".

DDM
DEC 10 2008

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, organization symbol, Agency/Post) Derrick Montford, Procurement Analyst, DAPE, OAMP, OALM	Room Number - Building 6C01/6100
	Phone Number (301) 496-6014

NIH Manual Chapter Concurrence and Approval Record

This form is a permanent OMA record of concurrence and approval of manual chapters. Use prescribed by NIH Manual 1710.

NIH Manual Chapter Number and Title

6342-70 Contract Financial Reporting and Review

Section A. Issuing Office

Instructions for Issuing Office:

1. Complete Sections A and B.
2. Sign in Section C and hand-carry the package to your NIH Manual System Contact.
3. After ALL signatures in Section C are obtained, send the final manual chapter (in paper and disk copy) and this form to the Office of Management Assessment (6011 Executive Blvd., Room 601G, MSC 7669).

Person to Contact in Issuing Office

Derrick Montford

Organization

Office of Acquisition Management and Policy

Building and Room

6100 Executive Blvd.

Phone No.

301-496-6014

Section B. Review of Chapter

These organizations/committees reviewed the manual chapter: *(list each organization/committee)*

OMA

OGC

Section C. Issuing Office, Concurrence, and Approval

Signature of Issuing Office Contact (*Same person as shows in Section A.*)

Derrick Montford

Typed Name

Derrick Montford

Date

12/3/08

Signature of IC Manual System Contact

Derrick Montford

Typed Name

Derrick Montford

Date

12/3/08

Signature of Concurring Official (*optional*)

Kesley Myzall

Date

12-3-08

Signature of Concurring Official (*optional*)

Date

Signature of Organization Head of the Issuing Office (*REQUIRED*)

Robert Best for Diane Frasier

Date

12/10/08

Signature of Concurring Official (*optional*)

Date

Approval: Signature and Title of Approving Official (*DDM, DDIR, DDER, NIH CIO, NIH Deputy CFO, or Director of Human Resources, NIH*) (*REQUIRED*)

C. Barnes

Date Approved

12/11/08

Hand-carry this package to the issuing office contact shown in Section A.

Section D. For Office of Management Assessment use only

Date OMA Received

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Comments

NIH POLICY MANUAL

6342-70 CONTRACT FINANCIAL REPORTING AND REVIEW

Issuing Office: OM/OALM/OAMP/DAPE 301-496-6014

Release Date: TBD

1. **Explanation of Material Transmitted:** This Manual Chapter provided guidance on financial and personnel reporting and review for cost reimbursement contracts pursuant to the Health and Human Services Acquisition Regulations (HHSAR) 48 CFR 342.7002(e). The requirement for contract cost and manpower reporting was deleted from the HHSAR in 2001. The National Institutes of Health (NIH) developed its own policy (Manual Chapter 6342-70 Contract Financial Reporting and Review) and Form NIH 2706 Financial Report of Individual Project/Contract to replace HHS policy on financial and personnel reporting and the obsolete Form HHS 646. This chapter is rescinded because the use of the Form NIH 2706 is discretionary. Consequently, contractors are no longer required to submit the Financial Report of Individual Project/Contract (Form NIH 2706) under cost reimbursement contracts. In the absence of the requirement, the Contracting Officer at his/her discretion can continue to use the Form NIH 2706 under letter-of-credit and other contracts when there is a need for its use.

2. **Filing Instructions:**

Remove: NIH Manual Chapter 6342-70, Contract Financial Reporting and Review, dated 06/01/97.

Insert: None

PLEASE NOTE: For information on:

- Content of this chapter, contact the issuing office listed above.
- NIH Manual System, contact the Division of Management Support, Office of Management Assessment, OM, on 301-496-2832.
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