Office of Research Services
Annual Report
Fiscal Year 2005

A REPORT TO OUR

CUSTOMERS

U.S. DEPARTMENT OF HEALTH
AND HUMAN SERVICES

National Institutes of Health
Office of Research Services

The Office of Research Services (ORS) provides a comprehensive portfolio of services to support the biomedical research mission of the NIH. Some examples of the diverse services ORS provides include: laboratory safety, police and fire departments, veterinary resources, the NIH Library, events management, travel and transportation, services for foreign scientists, and programs to enrich and enhance the NIH worksite.

Welcome to the Office of Research Services. (ORS)

The ORS has an ongoing commitment to its NIH customers and its own staff to build and sustain a work environment characterized by quality services, innovative approaches to service provision, along with responsible and accountable cost management.

Our philosophy is to work across organizational boundaries within ORS and among other central service organizations to provide seamless service to our NIH customers.

The ORS is committed to customer satisfaction by taking ownership and accepting responsibility and accountability for the level of service we deliver. We are striving to make a positive impact in every interaction with customers throughout the NIH community.

Sincerely,

Shirl A. Eller
Acting Director, Office of Research Services

A REPORT TO OUR

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The Division of Events Management Services (DEMS) hereafter referred to as NIH Events Management, offers comprehensive, cost effective, and convenient meeting solutions, as well as customized logistics services.

During FY05, NIH Events Management commissioned several new centrally managed conference facilities and continued to invest in improvements of existing facilities. Among the new conference facility locations:

- Clinical Center — two conference rooms (former Medical Board Room and adjacent conference room) and three rooms in the new Clinical Research Center
- 5635 Fishers Lane — a new 200-person room divisible into three rooms with new state-of-the-art technology in Rockville
- Porter Neuroscience Research Center — a 100-person room with audiovisual systems and furnishings in Building 35

Significant Events

- Due to a major flood in the Natcher Conference Center (NCC), all carpeting and the wiring in the floor conduits were replaced. Forty meetings were relocated to other NIH conference facilities with minimal customer inconvenience. DEMS completed this major renovation and moved customers back to the NCC in just four weeks.
- The A-76 review for the Visual and Medical Arts included Events Management. The study resulted in an award to the government's Most Efficient Organization (MEO) now named Medical Arts and Events Management. All in-scope employees were either assigned to the MEO or to the newly formed Continuing Government Activity organization within the Division of Medical Arts and Printing Services.

Main Initiatives

- The proposal to change the cost recovery mechanism from a pay-as-you-go method to Institute/Center (IC) assessments based on a rolling three-year historical usage was approved, effective FY06. This solution will encourage use of the centrally managed conference facilities.
- NIH Events Management continued to collect customer satisfaction data through web-based surveys and a quarterly third-party cleanliness performance assessment during FY05. The customer satisfaction shows a minor downward trend and the cleanliness assessment a slight upward trend in FY05 compared to FY03 and FY04.

The Division of Employee Services (DOES) is committed to providing the NIH community with a variety of services that will enrich and enhance their quality of work life. The DOES manages these programs through performance based contracts and use agreements. These services include: Child Care Services, Food/Concession Services, Interpreting Services, and Retail (banks, gift stores and fitness) Services.

Child Care Programs

The NIH Child Care Coordination Team serves as the focal point on matters related to child care services and provides technical, administrative and management advice and assistance to the NIH Child Care Programs, Institutes, Centers and employees. The NIH provides space and services to three licensed child care centers located in Montgomery County, Maryland. These centers, each operated by a non-profit organization, provide priority placement to NIH employees and offers a variety of programs for children ages six weeks to 12 years. These centers are accredited by the National Association for the Education of Young Children.

Food Services Programs

The Food Services Team has the responsibility of monitoring the contracts and use agreements for the vendors who provide food service to the NIH community, both on and off campus. There are numerous vendors who handle different aspects of these services. Currently, the Team oversees 13 dining centers (10 on campus and 3 off campus), 6 concessions stands (5 on campus and 1 off campus) and coordinates the vending services for over 150 machines dispersed throughout the NIH campus and leased buildings.

Retail and Interpreting Services Program

The Retail and Interpreting Services Team provides a centralized interpreting services (i.e., sign language, oral interpreting, Computer Assisted Real-time Transcription) program for the NIH. These interpreting services are provided through a performance based contract with the vendor, Sign Language Associates, Inc. (SLA). The Team also works in cooperation with the Recreation and Welfare Association (R&W) to support many services provided to enhance the work life of NIH employees, patient and visitors through the oversight and management of the contractual use agreement for the R&W gift stores and fitness centers. There are currently 4 gift stores (2 on campus and 2 off campus) and 3 fitness centers (2 on campus and 1 off campus). Banking services are provided by the NIH Federal Credit Union. There are currently 5 branches (3 on campus and 2 off campus) and 11 ATMs (8 on campus and 4 off campus).

The Division of Library Services (DLS) provides information services and resources to staff of the NIH and selected HHS agencies. Its goal is to provide the right information to the right person at the right time. To achieve this, DLS has created a dynamic virtual presence that allows its users to access needed information from their desktops 24 hours a day, 7 days a week. This includes access to over 5,000 online journals and the major databases in biomedicine and social and behavioral sciences, i.e. *Web of Knowledge* (*Science Citation Index Expanded, Social Sciences Citation Index, Journal Citation Reports*) and *Embase*. Users are linked directly to the full text of articles to which NIH subscribes when they search any of the DLS provided databases or PubMed.

While DLS strives to provide innovative, online services, it also maintains its reputation for excellent, individualized customer service. For example, 15 informationists work directly with user groups, primarily with clinical research teams, but also with a number of extramural and non-clinical groups.

Facts & Figures for the DLS Electronic Library

- 91% of all journals provided for users online
- Over 6.5 million full text articles downloaded
- Over a million end-user searches conducted in *Web of Knowledge*
- 200,000 document requests filled from print collections and sent to users' e-mail. Many within one day of receipt.

Major achievements

- Integration of the former Parklawn Health Library staff and collections into the NIH Library facility
- Installation of compact shelving for all print collections
- Addition of *Scopus* database
- Acquisition of backfiles in electronic form for many more major journals
- Extended *Web of Knowledge* backfiles to 1955
- NIH Library received a Best of the Web Digital Government Achievement Award for Government to Government websites
- Library technicians participated in a streamlined A-76 competition. The government's Most Efficient Organization (MEO) won the competition. Compared to contracting out the work, the MEO will save the government more than $600,000 over the next 5 years.

"The NIH Library, its staff and website are invaluable. The staff has been absolutely amazing in the quality and effort of their assistance. I, and the patients who have benefited, appreciate it."

Herb Kotz (NCI Consultant Medical Oncology Clinical Research Unit)

Information in almost every form including biological samples are sent and received through the NIH mail every day. The Division of Mail and Courier Services (DMCS) provides comprehensive mail security and screening services to help ensure materials received by NIH employees are safe. This includes regular x-ray and visual scans of incoming materials, and expedited extensive screening and testing for any suspicious items. Mail communications are absolutely critical to the effective accomplishment of the NIH mission.



Major Achievements

- Established a performance-based contract for foreign mail. Outbound foreign mail is consolidated for dispatch to its destination. Savings are approximately $300,000 annually
- Alternate ground parcel service saved $111,770 YTD, compared to U.S. Postal Service (USPS) Parcel Post
- The error rate for the sorting of incoming mail decreased to 0.12% YTD in 2005, compared to the USPS industry-standard acceptable error rate of 2.00%.

Challenges

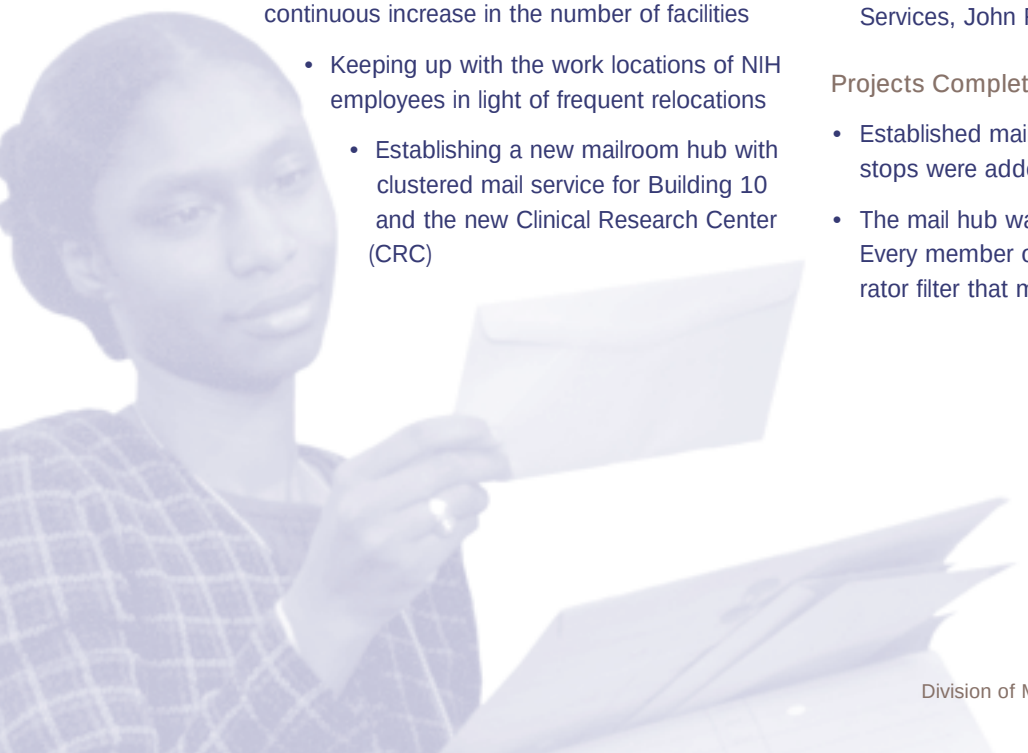
- Educating our customers on the misperception that “organizational mail” is misdelivered
- Providing consistent, high quality service despite the continuous increase in the number of facilities
- Keeping up with the work locations of NIH employees in light of frequent relocations
- Establishing a new mailroom hub with clustered mail service for Building 10 and the new Clinical Research Center (CRC)

Significant Events

- October 2004: Attended General Services Administration (GSA) sponsored Interagency Mail Policy Council meetings — Participated in forming mail policy that affects all government agencies and mail centers
- November 2004 and April, July 2005: DMCS sponsored three Mail Managers’ meetings — Representatives from each NIH IC attended
- February 2005: Participated in the first GSA-sponsored Federal Mail Symposium — Representatives from most Federal agencies gathered to address mail issues that affect them
- May 2005: Participated in MAILCOM — Mail conferences and exhibitions.
- July 2005: The Director of the Division of Mail and Courier Services, John R. Hunt, Jr. retired

Projects Completed

- Established mail service to five new buildings — 164 new mail stops were added
- The mail hub was tested for anthrax with negative results. Every member of DMCS was fitted and trained to use a respirator filter that may prevent the inhalation of anthrax spores.



The Division of Medical Arts and Printing Services (DMAPS) works closely and collaboratively with scientists and researchers to help them tell their stories of discovery. These stories advance the field of biomedical research by disseminating vital research and health information across the world and improve the state of human health.

Composed of highly trained professionals, the DMAPS staff delivers visual information solutions, artistic products and document delivery to support NIH intramural and extramural programs.

DMAPS provides expert understanding of the specialized needs to clients across the NIH, demonstrating an expert knowledge of biomedical research and clinical medicine communication techniques.

DMAPS provides project management and support from start-to-finish. Clients rely on DMAPS expertise to ensure that each phase of a project is completed to specification, within budget and on schedule without involving the customer in time-consuming production and review meetings.

Services Provided

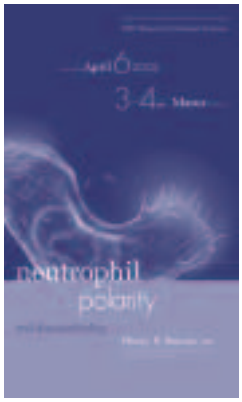
Design
Graphic Design and Illustration, Web Pages
Exhibit Design
Electronic Media

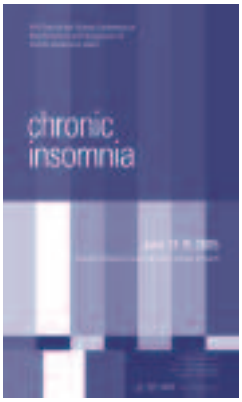
Photography
Public Affairs Photography
Photo Microscopy, Photo Macroscopy

The Printing Services Branch provides its clients with electronic and traditional printing and document management services, on a best value basis. Services include electronic document conversion, retrieval, output and distribution of digital and hardcopy information.

Significant Achievement:

The incumbent government workforce won the Visual and Medical Arts A-76 competition by producing the winning bid. The new organization, based on a "Best Value" business model, will provide a new business structure that will be more flexible, efficient, responsive and service oriented.





"I consider the Photography Group an extension of my laboratory. In the 49 years I've worked with them to illustrate my work, they've consistently taken a personal interest in my projects and helped me immeasurably in finding ways to best capture experimental results. Additionally, they have routinely met the challenge of ever growing technological advances and provided state-of-the-art equipment and expertise."

Michael Potter, MD
(Laboratory of Genetics, NCI)

The mission of the Division of Scientific Equipment and Instrumentation Services (DSEIS) is to enhance the effectiveness of the NIH laboratory research by providing prompt, cost-effective, quality technical services to the NIH research community. The Division consists of three Branches, the Business Manager Office and the Office of the Director.

The Laboratory Equipment and Computer Services Branch provides comprehensive, cost-effective maintenance for laboratory equipment and computer service. DSEIS services a broad range of laboratory equipment including, but not limited to, ultra-centrifuge, low-speed centrifuge, microscopes, DNA thermal cyclers, CO2 incubators, printers and computers/laptop computers.

- The Laboratory Equipment and Computer Services Branch responded to over 4,900 requests for equipment repair and electronic fabrication services from the NIH community
- Approximately 92% of requests were responded to within 24 hours
- The average hours per work order was 2.42

Scientific Equipment Rental and New Equipment Sales Program offers more than 2,370 pieces of scientific equipment for leasing. The equipment can be leased on a lease-to-purchase plan. DSEIS inventory includes state-of-the-art equipment used in a variety of research laboratories, like DNA sequencers and synthesizers, thermal cyclers, microscopes and centrifuges. DSEIS also carries more than 40 different types of instruments in its New Equipment Sales Program.

- Sold 988 instruments in the New Equipment Sales Program
- Rented 1,360 items for the Scientific Equipment Rental Program
- Total of 278 new rentals

Mechanical Instrumentation Design and Fabrication Branch provides custom design and fabrication of biomedical equipment and instrumentation used at the NIH in the intramural research programs. The time required to complete many of these fabrication projects may range from a few hours to several months. Once completed, DSEIS personnel instruct laboratory technicians and investigators in their proper use and operation.

- Total of 299 fabrication jobs

Parts and Supply Stockroom has over 4,000 items/parts that support the equipment repair activities in DSEIS. Stocking parts and materials helps to reduce the down time of equipment being serviced by the DSEIS personnel.

The Fadal (pictured) is a Computer Numerical control (CNC) Vertical Machining Center (VMC) used to build scientific instruments to support NIH research. Using a computer aided drawing program, the Fadal machines parts to within two ten-thousandth of an inch. The Fadal can also support larger projects with its 15 HP motor and a 20-inch wide by 40-in long table.

The Division of Travel and Transportation (DTTS) provides all levels of NIH employees, patients, visitors and contractors with various reliable, safe and dependable parking, transportation and travel programs to facilitate travel and transportation requirements to and throughout the NIH campus and local leased facilities. DTTS oversees the NIH Travel Management Center (TMC) contract, also known as Omega World Travel and the Transportation contract that incorporates the shuttle services through Priority One, parking services through Colonial Parking, and the Parking and Transhare System (PARTS).

The DTTS successfully transitioned the Rocky Mountain Laboratories (RML) in Hamilton, Montana and the National Institutes of Environmental Health Sciences (NIEHS) in Research Triangle Park, North Carolina to the NIH TMC contract. In FY05, there were 49,296 tickets issued (compared to 48,608 in FY04), which includes staff, patient, meeting and invitational travel. The DTTS has taken the challenge of informing the NIH community to reduce service fees incurred when making travel reservations by utilizing the fax or e-mail option.

A new modified shuttle route was established as a result of construction for the NIH Gateway Center. In July, 2005, the DTTS developed an enhanced Campus Limited (previously the Campus Express) that begins and ends at the Metro. This route was established to assist the surrounding community with transportation around the NIH campus after the perimeter security system became operational.

The DTTS will expand on the "NextBus" technology to provide real time status of shuttles arriving at locations throughout the campus. In the near future, the DTTS plans to expand the "NextBus" pilot to the Rockledge and Mid-Pike routes.

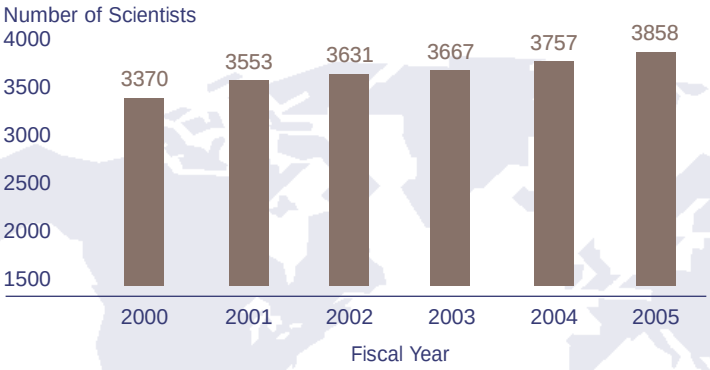
In May 2005, the DTTS, in coordination with the contractor, Colonial Parking, successfully opened the MLP-10 parking garage, providing 1,250 additional parking spaces to the NIH community. The integration of the Highway Advisory Radio System (HARS) on the DTTS website for text and voice messaging, allows the staff to update travelers coming to the NIH campus with information regarding road closures, lane changes and ongoing construction.

In FY05, Transhare participation increased by 14%. DTTS and the Information Technology Branch (ITB) have been working on the next phase called PARTS, version 3. With this enhancement, PARTS, version 3 will improve security measures when issuing Red parking permits. In addition, this new web-based module will enable employees to renew their NIH Parking Permit online. This automated self-service renewal process will increase both the efficiency and reliability and reduce costs. In May 2005, the DTTS successfully implemented a Service Level Agreement (SLA) with ITB to service and maintain PARTS.

The Division of International Services (DIS) provides immigration-related service to the National Institutes of Health (NIH) for visiting foreign scientists and the NIH research community. DIS oversees the Visiting Program, which is used to recruit and retain foreign scientists for both intramural and extramural divisions.

DIS's workload is high and continues to grow. Annually, more than 3,000 scientists from over 100 countries conduct research in the basic and clinical science laboratories at the NIH. Over half of the intramural postdoctoral researchers are foreign and serviced by DIS. Over the past six years, the volume of foreign scientists provided service has increased from 3,370 in FY00 to 3,858 for FY05. The total cases processed in FY05 were 4,154. In spite of this increase, DIS has decreased processing times from an average of 42 days in FY03 to 23 days in FY05. Over 3,900 customers utilized DIS services in FY05.

Six-Year Trend: Total Foreign Scientists at NIH



DIS efficiencies have improved to handle the increasing volume. Among the factors that have made this possible are:

- automated processes that reduced redundancies
- shifted clerical work to support staff and contractor help
- recruited new staff with knowledge in the field
- streamlined business processes

In spring 2005, DIS functions were selected to be studied under the government's A-76 initiative. After a lengthy pre-planning study, it was determined in August that DIS functions are mission critical to NIH, so the study was deemed not appropriate.

Additional Significant Achievements

- Implementing walk-in hours to answer basic questions and check-in newly arrived scientists (Enter on Duty) — this has decreased the need to schedule individual appointments and allows more flexibility for the foreign scientists to visit DIS during their schedules (December 2004)
- The Third Annual Immigration Conference for NIH administrative staff — provided seminars on the procedures involved in the recruitment and retention of foreign scientists, including updates on the latest changes in immigration rules and regulations (April 2005)
- Increasing the visibility of our office by exhibiting our services at NIH events, such as the Career Fair for NIH Visiting Fellows (May 2005)

The Division of Emergency Preparedness and Coordination (DEPC) is the principal resource for the establishment, management, coordination and oversight of all NIH policies, plans and resources essential to emergency planning, response, preparedness and recovery to ensure the continuity of the NIH mission.

The DEPC has established a robust Emergency Management and Continuity of Operations (COOP) Program which supports all NIH facilities and critical mission activities following a crisis. The NIH COOP Program is in place to consolidate all NIH resources under one focal point to ensure that the NIH effectively conducts response, recovery and reconstitution activities. The DEPC works with local, State and Federal agencies to ensure the NIH remains a viable resource during and following an emergency and to provide employees, patients and visitors a safe environment in which to work and conduct business in on- and off-campus facilities.

Notable Activities

Operating as a principle component of the Security and Emergency Response (SER) Program, the DEPC provides an array of services critical to the continuity of the NIH mission. The DEPC accomplishes these responsibilities through numerous activities including:

- Coordination of the NIH Occupant Emergency Evacuation Program including the training of all evacuation staff and conducting semi-annual evacuation drills at all NIH facilities located in the Washington/Baltimore Metropolitan area, Hamilton, Montana and Research Triangle, North Carolina
- Management of the NIH Employee Emergency Awareness Program to establish a structure for providing employees with access to emergency preparedness information
- Coordination and management of the NIH Continuity of Operations (COOP) Program to ensure the continuance of all NIH critical mission activities during and following a crisis
- Managing the development and implementation of the NIH COOP IC Crisis Response Team (CRT) initiative ensuring the ICs have tools in place to communicate and manage their Institute/Center (IC) in coordination with the NIH COOP Program
- Managing the development and implementation of the NIH Red Alert Critical (RAC) Program ensuring that staff critical to the missions of the ICs and NIH are able to access NIH facilities during and following a crisis
- Conducting tabletop exercises — a mock crisis scenario devised to prepare employees in how to respond in actual emergency situations — for COOP Teams, Emergency Support Teams and the IC Crisis Response Teams
- Coordinating the development and implementation of the NIH Building 10 Complex Emergency Evacuation Program to ensure the safe evacuation of all occupants during an emergency
- Providing oversight and management for all NIH Secure Communication activities and facilities
- Management of the NIH emergency alert and notification process providing the rapid notification of all NIH emergency response and recovery groups

The Division of Police (DP) provides extensive police services to NIH facilities and employees to allow the NIH to fulfill its mission. These services include community policing, foot and vehicle patrols, emergency response teams, guard services, drug and explosive detection dogs, investigations, special event security, 24-hour police safety escorts, traffic control, and an on-site 24-hour Emergency Command Center (ECC) to answer any calls for assistance and to direct any police responses.

The DP has nearly 80 fully trained and experienced police officers to maintain security and serve the greater NIH community. Many of the officers have over 20 years of civilian police experience in the D.C.-Baltimore area or as military police. Along with basic police experience, many of these officers have highly specialized skills in hostage negotiation, SWAT, crime scene investigation and homicide investigation. Two of the officers are nationally recognized trainers. One nationally recognized officer has almost 30 years of experience in teaching unarmed self-defense techniques to police officers and the other officer has over 20 years of experience training drug and explosive detection dogs.

Notable Facts

- The ECC received over 37,000 calls, with over 30,000 actually requiring police to be dispatched
- The average time to dispatch a police officer is approximately 3.9 minutes
- Approximately 5,000 personnel security checks are performed on a yearly basis
- Over 100,000 vehicles (employees and visitors) a week are processed through security
- The Commercial Vehicle Inspection Station (CVI) screens almost 300,000 cars and commercial trucks every year
- Police patrols average 6,646 hours per month
- Approximately 24 criminal investigations conducted per month

The Division of Fire and Rescue Services (DFRS) is the National Institutes of Health's first responder to all types of emergencies which may occur at the main campus, including fires, rescue and medical emergencies, as well as chemical, biological, radiological or environmental incidents. DFRS also provides a variety of support to off-campus NIH activities and facilities.

Mission

The Division of Fire and Rescue Services delivers services to meet the following mission elements:

- Provide constant response capability for all fires, rescue, and technological emergencies on the NIH campus
- Assist in the development of emergency response plans and maintain a state of preparedness to respond to all emergencies through training, drills and performance tests
- Develop improved techniques for mitigating consequences of emergencies
- Provide a mutual aid resource to assist Montgomery County and the National Naval Medical Center

FY05

1414
Fire Incidents

620
Emergency Medical Services/Rescue Incidents

268
Hazardous Materials Incidents

Emergency Response Statistics

DFRS responded to 2,302 emergency incidents, including a two-alarm fire in Building 6, a working electrical fire in the basement of Building 30, and the partial collapse of MLP-9.

The breakdown provided (see left) is a snapshot of DFRS responsiveness during a single year. This summary not only demonstrates the frequency of response to NIH incidents, but also provides an overview of the variety of situations in which DFRS is called upon to assist.

Activities

- Serving as a liaison with the NIH scientific community and the Office of Research Services (ORS) support organizations during emergencies
- Emergency response pre-planning for all NIH facilities, including specialized areas such as the cyclotron facility, high hazard "containment" facilities, and chemical, radioactive and explosive storage facilities
- Developing and conducting in-house training initiatives
- Conducting fire extinguisher training for NIH employees
- Providing, inspecting and maintaining approximately 4,000 fire extinguishers on the main campus and at the NIH Animal Center in Poolesville, necessitating almost 8,000 inspections annually
- Responding to fires and other emergencies at the National Naval Medical center (NNMC) and in Montgomery County in accordance with current mutual aid agreements
- Providing specialized training to mutual aid companies on the design, operation and emergency response procedures for biomedical laboratories

Mission

The Division of the Fire Marshal (DFM) provides essential regulatory required services for the NIH community to (1) ensure a fire-safe environment for employees, visitors and patients; and (2) optimize research productivity by minimizing the potential for downtime due to fires involving NIH property, animals and research data.

The DFM serves as the NIH Authority Having Jurisdiction (AHJ) for fire-safety matters involving NIH facilities at the Bethesda, Poolesville and Hamilton, MT campuses. Through close interaction with the Project Officers and Facility Managers from the Office of Research Facilities (ORF), the DFM strives to ensure the NIH constructs, operates and maintains their facilities in accordance with building codes and the standards of the National Fire Protection Association. The DFM, is not the AHJ for off-campus leased facilities, however, the DFM works closely with the local AHJ's to ensure the NIH employees working in leased facilities are provided an equivalent level of fire protection as those NIH employees working in government-owned facilities. The DFM also provides fire-safety awareness training for all Clinical Center employees as required by the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) and provides pertinent fire-safety information for the NIH community throughout the year. Additionally, the DFM is involved in the development of NIH fire safety policies and approves variance requests to the NIH Design Policies and Guidelines through the Division of Policy and Assessment (DPPA), ORF.

Major Accomplishments

- Reviewed and approved the designs for Building 33 and the renovation of Buildings 6/6A.
- Reviewed and approved the design-build plans for the priority project to replace the antiquated Bethesda Campus fire alarm reporting system. This new state of the art system will significantly improve the reliability of building fire alarms being transmitted to the Emergency Communication Center located in Building 31.
- Initiated a project to provide sprinkler protection for Building 31C to enable the 6th floor Conference Center to remain in operation (Installation has been completed).
- Initiated a project to provide an additional stairwell for Building 31C to correct an exiting deficiency for the building (Design is underway).
- Conducted over 150 training sessions to ensure the Clinical Center Departments and Patient Care Units achieved a 100% participation score with the JCAHO fire-safety training requirements in order to help the Clinical Center maintain their JCAHO accreditation.
- Worked closely with the JCAHO in obtaining their approval on several equivalent fire protection design alternatives that were specified for the new Clinical Research Center. This advance JCAHO approval avoided the need for a JCAHO on-site final construction inspection which could have resulted in occupancy being delayed.
- Worked closely with the Baltimore City Fire Marshal on the design of the new Bayview Research Center to obtain their approval on several additional fire-safety features that were specified to permit larger quantities of chemicals in the building than that permitted by the City of Baltimore Building Code. These additional features allow the facility to be operated in a manner that is consistent with NIH facilities located at the Bethesda Campus.
- Inspected and approved the replacement of the campus-wide fire alarm reporting system at the NIH Animal Center in Poolesville, MD.

The NIH Division of Physical Security Management (DPSM) is responsible for physical security planning and for providing expert advice and counsel on physical security to NIH resources, including:

- Development and maintenance of NIH physical security policies and guidelines
- Providing expert physical security consultation services to NIH construction and major renovation projects
- Assessment of the physical security needs of NIH facilities (security cameras, security alarms, ID card readers and other access control measures)
- Coordination of NIH physical security projects with all relevant stakeholders, within and outside the NIH

NIH Bethesda Campus Physical Security

DPSM continued to be involved in several major NIH construction projects on the NIH Bethesda campus by providing expertise and advice on physical security design and planning issues. These projects included:

- Successful implementation of the NIH Bethesda Perimeter Security Fence and Gates
- Clinical Research Center security system installation and activation
- West Drive and Cedar Lane Patient Entrance construction completion
- Temporary Gateway Center at Metro
- West Visitor Center at Old Georgetown and South Drive
- Parking Structures – completion of MLP-10 security system
- Installation of protective film on windows of select buildings to meet minimum blast mitigation standards
- Select agent security compliance – installation of security cameras, alarms and card readers

Satellite Facility Physical Security

DPSM personnel continued to work closely with NIH personnel at the National Institute of Allergy and Infectious Diseases (NIAID) Rocky Mountain Laboratories (RML) and the National Institute of Environmental Health Sciences (NIEHS) Research Triangle to plan and implement various physical security improvements tailored to each facility as appropriate, including:

- Facility physical security assessments
- Perimeter security systems
- Closed circuit television surveillance
- RML Integrated Research Facility (IRF) construction
- Facility access control including parking policies; vehicle access to campus; visitor and employee access; and, access control system installation at RML
- Shipping and receiving facility construction at RML
- Visitor center construction at RML
- Development of a physical security design approach with the Environmental Protection Agency at the NIEHS campus in North Carolina

The Division of Personnel Security and Access Control (DPSAC) is the principal component responsible for conducting background investigations on government employees and contractors, managing access to NIH facilities and identification badge issuance.

DPSAC is part of the Security and Emergency Response (SER) Program and provides an array of services critical to the continuity of the NIH mission and fulfillment of specific federal regulations such as security requirements for government employees and contractors and access to classified information.

In addition, DPSAC is responsible for the facilitation of personnel security regulations as required by the Code of Federal regulations, such as personnel investigations, employment suitability determinations, and background investigations for National Security positions.

Due to the NIH mission, DPSAC must assure NIH is in compliance with such Public Laws as the USA Patriot Act of 2001 and the Public Health Security and Bio-Terrorism Preparedness and Response Act of 2002.

Activities/Major Accomplishments

- Provided NIH Office of Human Resources (OHR) with Office of Personnel Management-sponsored Position Sensitivity training classes.
- Conducted foreign travel security briefing as required by HHS regulations to 4,810 NIH personnel traveling overseas.
- Completed processing of 254 backlog personnel security investigation requests transferred from OHR in May 2005 to DPSAC.
- As of December 15, 2005, received and processed 1,221 investigation requests packages since the stand-up of DPSAC in March 2005.
- Adjudicated 322 backlog investigation cases transferred from OHR in May 2005 of DPSAC.
- Adjudicated 490 investigation cases since the stand-up of DPSAC in March 2005.
- Establishment of the Personnel Security Implementation Working Group — the task of the Work Group will be to develop policies and procedures for NIH-wide implementation that adhere to the laws, regulations and executive orders that mandate tighter government personnel security protocols. These protocols will ensure that access to government facilities and sensitive or classified information are linked to suitability and personnel security determinations.
- Initiated steps to comply with the new HSPD-12 Smart Card regulation — HSPD-12 is a Presidential Directive that mandates the development of a mandatory, government-wide standard for secure forms of identification for all employees and contractors for access to federally controlled facilities and information systems. (Homeland Security Presidential Directive 12, 2004.)
- Development of BITS II (Background Investigations Tracking System) to facilitate the personnel security process for NIH employees and contractors.
- Continue to implement the NIH personnel security initiative. Executive Officer presentations have been conducted to address the issues and challenges faced in the continued implementation of the personnel security process at NIH.

The mission of the Division of Veterinary Resources (DVR) is to facilitate the needs of NIH intramural research investigators and to provide humane care and use of animals in facilities that are accredited by the Association for the Assessment and Accreditation of Laboratory Animal Care, International. The DVR is recognized for its excellence in animal care and biomedical research support; reliable, ethical and cost-effective processes and services; commitment to proactive partnering with customers; and a positive work environment.

The DVR provides a full range of services in support of the NIH intramural research community to include: animal holding and husbandry; pathology and diagnostic laboratory testing; mouse phenotyping; electron microscopy; immunohistochemistry; veterinary pharmacy; animal procurement and transportation; surgery, radiology and intensive care; rederivation; and animal nutrition and behavior.

The DVR professional staff are available for consultation on all aspects of laboratory animal medicine and are available to participate in collaborative research with NIH investigators.

The DVR manages several contracts that are available to the intramural research community for the procurement of laboratory animals (rodents, rabbits, canines and non-human primates), on-site laboratory animal research support services, and off-site animal holding and research support services.

Annually DVR:

- Manages over 450,000 sq. ft. of animal holding space
- Provides for a population of approximately 100,000 laboratory animals
- Performs more than 1,500 surgeries
- Processed more than 16,000 orders for laboratory animals
- Conducts more than 2,500 diagnostic examinations and over 100,000 diagnostic laboratory tests
- Fills more than 3,000 requests for veterinary pharmaceuticals

The Division of Bioengineering and Physical Science (DBEPS) specializes in the development and application of cutting-edge technologies — using engineering, mathematics and the physical sciences — to solve problems in biomedicine. DBEPS achieves this through:

- Collaborations with NIH investigators on instrumentation, measurement, imaging, mathematical analysis and modeling, and the design of research protocols.
- Proposing and developing theoretical and experimental methods important to the long term needs of the NIH intramural research program

DBEPS has a research staff of approximately 30, including 26 doctoral-level bioengineers and physical scientists, organized into six resources to support the NIH Intramural Program:

- Drug Delivery and Kinetics Resource (pharmacokinetics, regional drug administration, spatially-distributed models, analysis of biochemical networks, fluid mechanics)
- Instrumentation Research and Development Resource (conception, design, development, and evaluation of innovative scientific instruments and systems)
- Molecular Interactions Resource (biophysical characterization of macromolecular complexes)
- Protein Biophysics Resource (protein interactions, determination of assembly state, size and shape in solution, and relationship to function)
- Supramolecular Structure and Function Resource (determination of the organization and composition of supramolecular assemblies and small organelles in a cellular context)
- Ultramicro Analytical Immunochemistry Resource (measurement and characterization of biological materials in ultramicro samples and single cells)

New Techniques Available for Collaborative Research

- A novel spectroscopic technique that identifies individual proteins interacting to form macromolecular complexes — e.g., applied to T-cell signaling (with NCI) and to interactions between HIV envelope protein and cell surface receptors (with NIAID)
- A micro chamber capable of performing single cell immunochemical analyses (with NINDS and NICHD)
- Automated electron tomography for 3D nanoscale imaging of subcellular structures — e.g., for determining the organization of synapses (with NINDS)
- Diagnostic infrared imaging for real-time, intra-operative assessment of renal perfusion during kidney transplantation (with NIDDK)
- Two patent applications: 1) a system for microfluidic separation and analysis of nanoliter samples), 2) a removable, in-line fluorescence detector for HPLC separations prior to mass spectroscopy
- Incorporation of confocal Raman spectral analysis into an atomic force microscope — e.g., for studies of rhodopsin (with NIAAA)

Dr. Alyssa Henry, Instrumentation Research and Development Resource, DBEPS using an inverted fluorescence microscope to analyze clinical analytes that have been captured by a microfluidic immuno-assay, developed by DBEPS in collaboration with CIT and NIST.

The Division of Occupational Health and Safety (DOHS) develops and implements a variety of services to maintain a safe and healthful workplace for the intramural and extramural research communities by providing an array of prevention programs and technical expertise.

The DOHS provides integrated pest management services, safety and health training, laboratory safety surveys, quarantine permit services, registration of pathogens, rDNA and Select Agents, occupational medical services, injury investigations, primary barrier and ergonomics assessments. The DOHS provides technical expertise to individual IC animal care and use committees and safety and health committees, responds to concerns, complaints and requests for assistance within each IC and ORS. Technical expertise is provided to the Office of Research Facilities Development and Operations (ORF) on the design and construction of research facilities.

In response to recent changes in federal regulations, DOHS provides expertise on biosecurity to maintain compliance with the USA Patriot Act and the Public Health Security and Bioterrorism Act of 2002. Administrative and technical support is provided to the NIH Institutional Biosafety Committee and the NIH Occupational Health and Safety Committee.

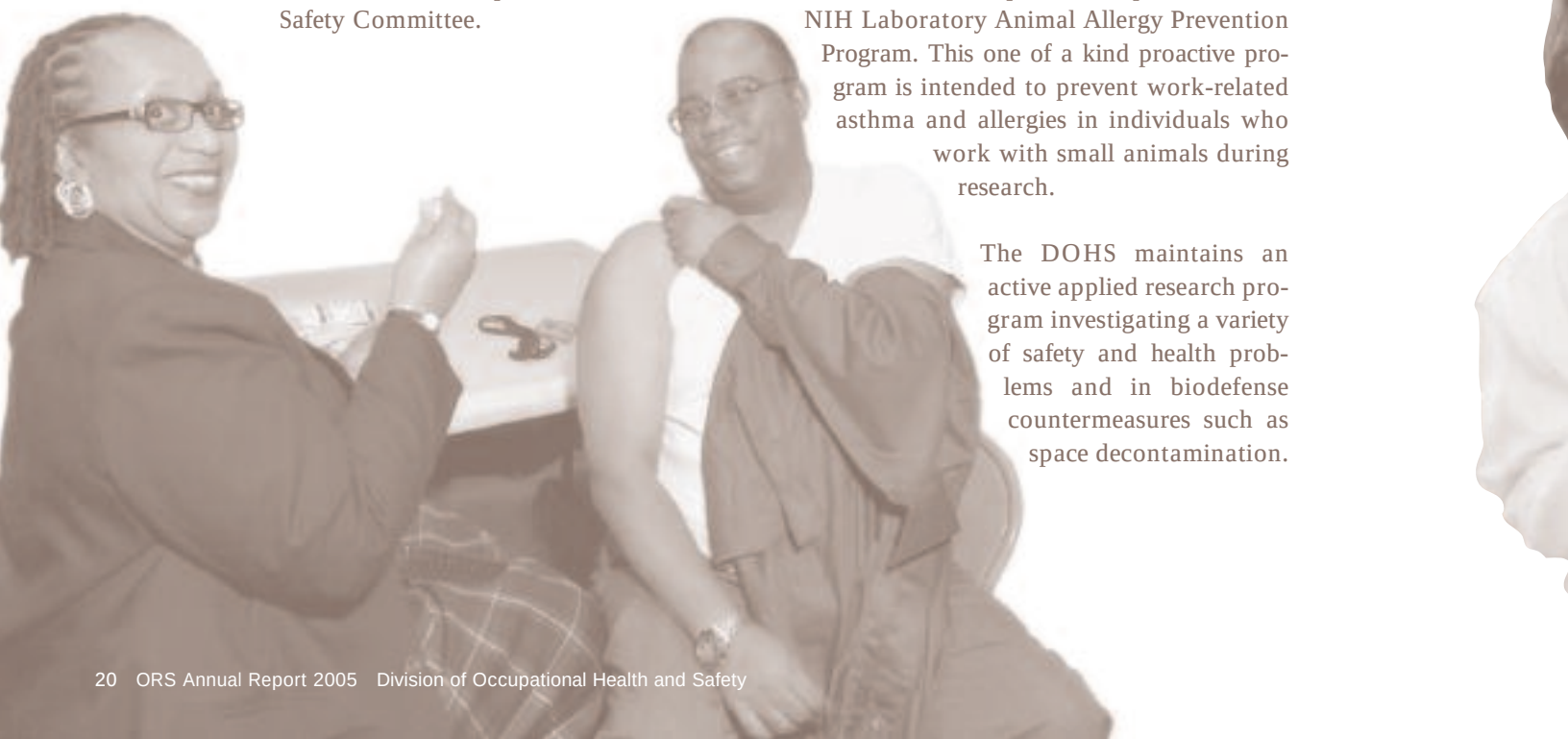
The DOHS provided key assistance and guidance in safe moving practices to the Institutes/Centers (ICs) relocating to the Porter Neuroscience Research Center, the Clinical Research Center and 5625 Fishers Lane. As a follow-up to the occupancy of the CRC, DOHS provided industrial hygiene in response to concerns regarding indoor air quality in the new facility.

DOHS also performed ongoing review of projects for NIAID intramural and extramural research including guidance in review of grants for Select Agent work to ensure compliance of grantees with Select Agent regulations.

The DOHS continues to provide outreach and training through participation in the NIH Research Festival. A safety prevention program entitled “No Labcoats or Gloves Outside of the Lab” was presented. In response to the Building 30 fire in January of 2004, DOHS developed and provided a training program for the NIH Hazmat responders to familiarize them on the hazards unique to the NIH that may be encountered during an emergency response. Lab safety training and annual re-training was also provided to 6,521 individuals at the NIH via classroom and computer-based sessions.

The DOHS developed and implemented the NIH Laboratory Animal Allergy Prevention Program. This one of a kind proactive program is intended to prevent work-related asthma and allergies in individuals who work with small animals during research.

The DOHS maintains an active applied research program investigating a variety of safety and health problems and in biodefense countermeasures such as space decontamination.



The NIH has the distinct privilege of utilizing ionizing radiation and radioactive material (RAM) in biomedical research through a license granted by the Nuclear Regulatory Commission (NRC). The Division of Radiation Safety (DRS) maintains strict compliance with the terms of this license by ensuring that research using ionizing radiation is conducted safely and that exposure to the users and to the general public is maintained As Low As Reasonably Achievable (ALARA).

The DRS is comprised of a team of professional Health Physicists, Physical Science Technicians and Support Staff in its Radiation Safety Operations Branch and Materials Control and Analysis Branch. Each Branch supports and relies heavily on the services of the others to provide unique and essential services, training and outreach programs to the research community.

One of the most important issues we face at the NIH is radioactive material security. Due to a sharp increase in the construction of larger, open module labs, the DRS identified a need for increased awareness for RAM security. For this, we developed and implemented an online RAM security refresher module that highlights policies ranging from bench top radionuclide use and storage to irradiator access and security.

The DRS, in coordination with the Division of Occupation Health and Safety, provided specific guidance in safe moving practices to the Institutes/Centers relocating to the Porter Neuroscience Research Facility, the Clinical Research Center and the Twinbrook cluster. The DRS conducted numerous radioactive materials moves safely and efficiently through our Radioactive Materials Moving Service provided by our contractor.

The DRS currently reviews and provides technical expertise in the development and design for the expansion, renovation and construction of new labs and buildings such as Building 33, Ft. Detrick and Building 6, so they comply with specific RAM security and safety policies.

The DRS was responsible for providing a survey similar to the Multi-Agency Radiation Survey and Site Investigation Manual survey in support of the decommissioning of Building 36 in which areas of radioactive contamination were identified for remediation prior to its demolition.

The DRS also provides an environmental dosimetry program, in which public areas outside of laboratories that use high energy radiation are monitored to ensure that exposure is kept within ALARA standards.

The Office of the Director (OD) provides leadership, direction, and overall management to ORS' 18 Division and four Offices. The 18 Divisions are grouped in three service clusters — Security and Emergency Response, Program and Employee Services, and Scientific Resources — with an associate director supporting each cluster. The ORS OD establishes and implements policy and allocates resources required to support NIH's research mission and programmatic goals. The ORS Director is also the Chief Security Officer for the NIH.

The Associate Director for Security and Emergency Response (ADSER) is responsible for the development, coordination and implementation of an NIH-wide security and life-safety program. The ADSER also serves as the Deputy Chief Security Officer for the NIH.

The Associate Director for Program and Employee Services (ADPES) is responsible for overall direction, coordination, management and evaluation/assessment for ORS activities that provide support to the scientific and administrative programs across the NIH and workplace enrichment for NIH employees.

The Associate Director for Scientific Resources (ADSR) is responsible for leadership, direction, coordination and management of scientific resources activities including veterinary resources, radiation safety, occupational safety and health, and bioengineering and physical sciences and for creating an interface with the NIH Office of Intramural Research.

The Office of Administrative Management (OAM) directs, coordinates and manages administrative services support, communications and outreach, space management and planning and specialized human capital services including workforce management and planning. Led by the Executive Officer, OAM utilizes a shared services concept, providing services to both the ORS and the Office of Research Facilities Development and Operations (ORF).

Over the past year, the OAM has helped ORS and ORF achieve significant milestones including: assisting management in the creation of ORF as a new organization responsible for all NIH facility activities; providing administrative and strategic support to several A-76 competitions impacting approximately 500 employees in ORS and ORF; assistance in reorganization and delayering of ORS; supporting the Administrative Restructuring Advisory Committee (ARAC) initiative; counseling and advising employees on the Trade Skills Enhancement Program (TSEP); launching a more user-friendly and intuitive ORS website; and building the ORS space management and utilization program from inception, leading to the return of over 9,000nsf to the NIH Director's Reserve to reduce rent costs.

The Office of Management Analysis and Reviews (OMAR) provides broad management oversight, advice, and assistance on management reviews, corrective actions, and management of activities related to regulations, delegations of authority, Privacy Act requirements, Freedom of Information, ethics, records and forms management, organizational and functional analysis, and manual issuances.

The OMAR Ethics Service Center is one of the first points of contact for ethics services for ORS, ORF, NIA, NIBIB and CIT.

- In late 2003, Congress challenged the NIH on appropriateness of Outside Activities which resulted in numerous reporting challenges and a 2004 mandate from the NIH leadership to provide face-to-face ethics training for every NIH employee before the end of the year. As mandated, OMAR provided training to a total of 2,244 employees within a two-month period at the end of 2005.
- Congress requested Reports for Outside Activities and in response to their call, OMAR collected/reported data about the prior outside activities of the employees with for-profit entities, such as biotech and pharmaceutical companies.

The FOIA & Privacy Act arena is challenged with releasing everything possible to the public but still maintaining the privacy of the individual.

Policies and Delegation of Authorities: Working with the NIH Office of Management Assessment (OMA), OMAR developed a plan and schedule and to track and review and/or revise in phases 35 Manual Issuances and Management Controls related to ORS services.

OMAR also has responsibility for releasing and maintaining documentation of release for a variety of ORS documents, ensuring proper release and documentation to managers, employees, outside individuals and entities. An example of such release is requests for 74 Police Reports encompassing ORS and reaching across the NIH; the reports are covered by the Privacy Act.

The Office of Business Systems and Finance (OBSF) is a shared service to ORS and ORF providing information and financial management services and solutions. Services and solutions provided by OBSF include: allocation and execution of Central Service budgets and NIH Buildings and Facilities (B&F) appropriations; and financial management of the NIH Real Property Management Program;

OBSF administers a rent program that includes 8.5 million sf of government-owned and 3.5 million sf of leased space, collecting rent of $267 million and paying 1,900 invoices.

OBSF also provides information technology systems that improve service delivery by streamlining information flow within and between ORS and ORF business activities and NIH customers.

OBSF improves development of the business plan through implementation of a new business system; delivers information solutions supporting the NIH Perimeter Security System (PSS), Visiting Foreign Scientists, and the NIH Parking and Transhare Program.

The Office of Quality Management (OQM) provides technical leadership in performance improvement of products, services and operations. A myriad of methods and tools have been applied systematically to a large portfolio of services resulting in improved customer satisfaction, contract quality assurance, increased contractor and employee knowledge, skills and abilities, and applied technology.

January 2005

- The Family Lodge commissioned and approved for occupancy (DFM)
- National Biosafety and Biocontainment Training Program established to educate and train safety professionals (DOHS)
- 100-person conference room with audiovisual systems and furnishings opens in Porter Neuroscience Research Center, Building 35 (DEMS)

February 2005

- Veterinary Intensive Care Unit acquires ECG telemetry allowing for 24-hour monitoring and recording of large animal species (DVR)
- 200-person conference room with state-of-the-art technology opens at 5635 Fishers Lane in Rockville (DEMS)

March 2005

- Invention Report (patent submission) entered for removable, in-line, laser-induced fluorescence detector for HPLC separations prior to mass spectrometry (DBEPS)
- NIH government "Most Efficient Organization" (MEO) secures winning bid in Visual and Medical Arts A-76 competitive sourcing competition using 'Best Value' business model (DMAPS, DEMS, OD)

April 2005

- The Building 10 Clinical Research Center commissioned and approved for occupancy (DFM)
- Third Annual Immigration Conference for NIH Administrative Staff (DIS)
- NIH opens West Drive/Cedar Lane patient and patient visitor entrance (DP, DPSM, DPSAC, DTTS)

May 2005

- Invention Report (patent submission) entered for system for simultaneous full-spectrum fluorescent detection in multiple microchannels (DBEPS)
- Multi-Level Parking Garage 10 (MLP-10) opens on the main campus providing 1,250 additional parking spaces to the NIH community (DTTS)
- President Bush speaks at NIH as part of "No Child Left Behind" Initiative (DEMS, DP, DTTS)

June 2005

- NIH launches Child Care Subsidy Pilot Program (DOES)
- New expansion to Building 103 Primate Holding Facility opens at NIH Animal Center in Poolesville, MD (DVR)
- NIH government "More Efficient Organization" (MEO) secures winning bid in E-Codes Administrative Support and Other Environmental Services streamlined A-76 competitive sourcing competition (DRS)
- The Radiation Safety Committee names Dr. Ira Levin, NIDDK as its new chair to replace the departing Dr. Lance Liotta, NCI. (DRS)
- ORS presents FY06 budget to the Management and Budget Working Group (OD)

July 2005

- John R. Hunt, Jr., Director, Division of Mail and Courier Services retires (DMCS)
- 40 meetings successfully relocated after major flood shuts down Natcher Conference Center, Building 45 (DEMS)
- Background Investigation Tracking System (BITS II) implemented to facilitate personnel security process for NIH employees and contractors (DPSAC)
- NIH Laboratory Animal Allergy Prevention Program implemented to prevent work-related asthma and allergies in individuals working with small animals during research (DOHS)

August 2005

- Full Implementation of the NIH Perimeter Security System (DP, DPSM, DPSAC, DTTS, OD)

September 2005

- Final issue of ORS Newsletter, "News2Use," released (OD)
- NIH Library integrates former Parklawn Health Library staff and collections into NIH Library facility (DLS)
- ORS personnel deployed to Meridian, MS for humanitarian support after Hurricane Katrina (DP, DFRS)
- ORS personnel deployed to Gulfport, MS for humanitarian support after Hurricane Rita (DP)
- U.S. Marshals agree to deputize NIH Police at Rocky Mountain Laboratories (RML) campus, allowing full jurisdiction at the RML campus (DP)
- NIH government "Most Efficient Organization" (MEO) secures winning bid in Medical and Dental Equipment-Biomedical Engineer and Repair of Other Equipment streamlined A-76 competitive sourcing competition (DSEIS)
- Veterinary surgery/radiology facilities renovated, providing state-of-the-art digitized x-ray unit (DVR)

Acronyms

OD	Office of the Director
DEPC	Division of Emergency Preparedness & Coordination
DFRS	Division of Fire/Rescue Services
DFM	Division of the Fire Marshal
DP	Division of Police
DPSM	Division of Physical Security Management
DPSAC	Division of Personnel Security and Access Control
DEMS	Division of Events Management Services
DOES	Division of Employee Services
DLS	Division of Library Services
DMAPS	Division of Medical Arts and Printing Services
DMCS	Division of Mail and Courier Services
DSEIS	Division of Scientific Equipment and Instrumentation Services
DTTS	Division of Travel and Transportation Services
DIS	Division of International Services
DOHS	Division of Occupational Health and Safety
DVR	Division of Veterinary Resources
DBPS	Division of Bioengineering and Physical Science
DRS	Division of Radiation Safety

Organizational Chart

Office of the Director

Associate Directors

- Associate Director–Program and Employee Services
- Associate Director–Security and Emergency Response
- Associate Director–Scientific Resources

Staff Offices

- Office of Management Analysis and Review
- Office of Administrative Management
- Office of Business Systems and Finance*
- Office of Quality Management

Associate Director–Scientific Resources:
- Division of Bioengineering and Physical Science
- Division of Veterinary Resources
- Division of Occupational Health and Safety
- Division of Radiation Safety

Associate Director–Security and Emergency Response:
- Division of Emergency Preparedness and Coordination
- Division of Fire and Rescue Services
- Division of the Fire Marshal
- Division of Police
- Division of Physical Security Management
- Division of Personnel Security and Access Control

Associate Director–Program and Employee Services:
- Division of Events Management Services**
- Division of Employee Services
- Division of Library Services
- Division of Medical Arts and Printing Services**
- Division of Mail and Courier Services
- Division of International Services
- Division of Scientific Equipment and Instrumentation Services
- Division of Travel and Transportation Services

* Office of Business Systems and Finance (OBSF) will be separated into two organizations, the Office of Budget and Finance and the Office of Business Systems and Technology in FY06.

** The Division of Events Management Services will become part of the Division of Medical Arts and Printing Services in FY06

Senior Management Directory

Office of the Director

Director (Acting)	Shirl Eller	31/4B54	301-496-2215
Associate Director for Security and Emergency Response (Acting)	John Dattoli	31/5C02	301-496-6893
Associate Director for Program and Employee Services	Shirl Eller	31/4B54	301-496-2215
Associate Director for Scientific Resources	Vacant		
Director/Executive Officer, Office of Administrative Management	Rich Southers	31/4B30	301-402-1661
Director, Office of Budget and Finance (Office of Business Systems and Finance in FY05)	TBD	31/1B03	301-496-5556
Director, Office of Business Systems and Technology (Office of Business Systems and Finance in FY05)	Charlie Jones III	31/1B37	301-402-8880
Director, Office of Management Analysis and Review	Genia Bohrer	31/2B37	301-402-3570
Director, Office of Quality Management	Antonio Rodriguez	31/3C36	301-402-3440

Program and Employee Services

Director, Division of Employee Services (Acting)	Thomas Hayden	NSA/116	301-402-8180
Director, Division of Library Services	Suzanne Grefsheim	10/1L25	301-496-2448
Director, Division of Medical Arts and Printing Services (To include Division of Events Management Services in FY06)	Lemuel Canady	10/B2L316	301-486-2868
Director, Division of Mail and Courier Services	Tracy Niksich	NSA/105C	301-402-4171
Director, Division of International Services	Candelario Zapata	31/B2B07	301-496-6166
Director, Division of Scientific Equipment and Instrumentation Services	Johnny Robbins	13/3W28	301-435-3001
Director, Division of Travel and Transportation Services	Thomas Hayden	31/3B23	301-402-8981

Security and Emergency Response

Director, Division of Emergency Preparedness and Coordination	Michael Spillane	45/P1As.14A	301-496-1985
Director, Division of Fire and Rescue Services	Chief Gary Hess	51/113	301-451-2801
Director, Division of the Fire Marshal	J.P. McCabe	15/G2	301-496-0487
Director, Division of Police	Chief Alvin Hinton	31/B3B12	301-496-1334
Director, Division of Physical Security Management	John Dattoli	31/5C08	301-402-7788
Director, Division of Personnel Security and Access Control	TBD	31/4B63	301-402-9755

Scientific Resources

Director, Division of Bioengineering and Physical Science (Acting)	Richard Leapman, Ph.D.	13/3N17	301-496-4741
Director, Division of Veterinary Resources (Acting)	Charmaine Foltz, DVM	14G/102	301-451-8334
Director, Division of Occupational Health and Safety	Deborah Wilson, Ph.D.	13/3K04	301-496-2960
Director, Division of Radiation Safety	Robert Zoon	21/112	301-496-2254

Overview of the ORS Business Plan Formulation and Review Process

MBWG

Although the budget formulation process actually begins months earlier, in January the Management & Budget Working Group (MBWG) issues guidance on the upcoming budget cycle to the ORS Director and ORS Advisory Committee (ORSAC) Chair.

ORS Director/ORSAC Chair

The ORS budget staff prepares and presents the proposed budget initially to the ORSAC Budget Subcommittee, supported by discussions and answering inquiries related to ORS' assumptions inherent in the budget's formulation.

ORSAC Budget Subcommittee

After a number of review meetings, the subcommittee presents the revised budget to the full ORSAC.

ORSAC Full Committee

After analysis and review by the ORSAC Full Committee, the ORS Director and ORSAC Chair jointly present the final budget request to the Intramural Working Group (IWG).

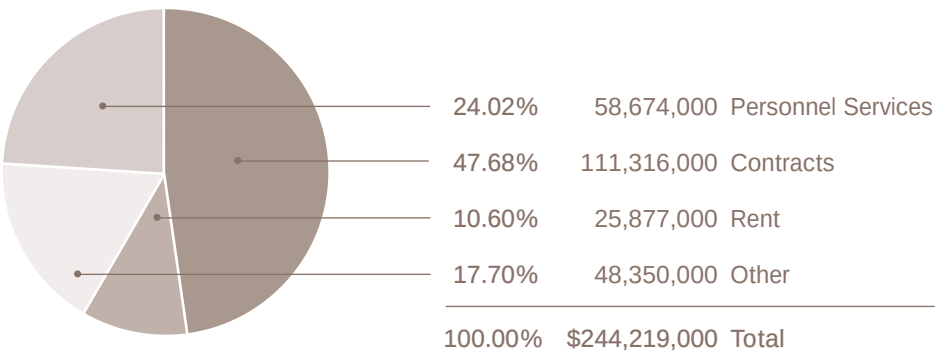
IWG

Following additional analysis and review, the IWG recommends that the budget request be submitted to the MBWG and presented by the IWG Chair.

MBWG

The MBWG reviews the budget request and after further analysis and discussion, the MBWG Chair recommends the budget to the NIH Steering Committee and NIH Director for their approval and subsequent issuance of allowance levels.

ORS FY05 Budget by Expense Type (FY05 Allowance $246,064,000)



24.02%	58,674,000	Personnel Services
47.68%	111,316,000	Contracts
10.60%	25,877,000	Rent
17.70%	48,350,000	Other
100.00%	$244,219,000	Total

The Office of Research Services Advisory Committee (ORSAC) provides advice for the Director, ORS on matters pertaining to program, policy and budget for any ORS program area including the ORS Business Plan. The Committee also has the responsibility of identifying areas for specific study. The Committee is comprised of members of the NIH scientific and administrative communities.

Members*

Stephen Long
Chair
Executive Officer,
National Institute of Abuse and Alcoholism

Michelle Bennett, Ph.D.
Associate Director for Science,
Center for Cancer Research,
National Cancer Institute

Henning Birkedal-Hansen, D.D.S., Ph.D.
Associate Director for Program Development,
National Institute of Dental and Craniofacial Research

Oksana Gavrilova, Ph.D.
Senior Scientist,
Division of Intramural Research,
National Institute of Diabetes & Digestive & Kidney Diseases

Eric Green, M.D., Ph.D.
Scientific Director,
National Human Genome Research Institute

David Henderson, M.D.
Deputy Director for Clinical Care,
NIH Clinical Center

Thomas E. Hooven
Deputy Director for Management,
National Cancer Institute

Robert Innis, M.D., Ph.D.
Chief, Molecular Imaging Branch,
National Institute of Mental Health

Tatiana Karpova, Ph.D.
Manager of Imaging Facility,
National Cancer Institute

David Landsman, Ph.D.
Chief,
Computational Biology Branch,
National Center for Biotechnology Information,
National Library of Medicine

Lore Anne McNicol, Ph.D.
Director,
Division of Extramural Research,
National Eye Institute

Gary Unger
Chief,
Intramural Administrative Management Branch,
National Heart, Lung and Blood Institute

Rita Ward, Ph.D.
Assistant Director for Science Administration,
National Institute of Neurological Diseases and Stroke

Kathryn Zoon, Ph.D.
Deputy Director for Planning and Development,
Division of Intramural Research,
National Institute of Allergy and Infectious Diseases

*Current membership as of May 2006

The Intramural Working Group (IWG) is charged with the oversight of activities of the NIH Intramural Research Programs (IRP), which includes the conduct of laboratory-based and clinical research (in the Clinical Center and elsewhere) and research training.

The IWG reviews issues and recommends policies of trans-NIH importance that require decisions by corporate NIH, including the IC Directors and the NIH Director, but will not be involved in the day-to-day operations of the intramural program.

Members*

Francis S. Collins, M.D., Ph.D., *Chair*
National Human Genome Research Institute

Michael Gottesman, M.D.
Office of the Director, NIH

Story Landis, Ph.D.
National Institute of Neurological Disorders and Stroke

James Battey, Jr., M.D., Ph.D.
National Institute on Deafness and Other Communication Disorders

John I. Gallin, M.D., ex officio
NIH Clinical Center

John O'Shea, M.D.
National Institute of Arthritis and Musculoskeletal and Skin Diseases

Shelia Hoar Zahm, Sc.D.
National Cancer Institute

Robert Balaban, Ph.D.
National Heart, Lung, and Blood Institute

Griffin Rodgers, M.D.
National Institute of Diabetes and Digestive and Kidney Diseases

Bill Fitzsimmons
National Institute of Mental Health

H. Clifford Lane, M.D.
National Institute of Allergy and Infectious Diseases

Barry Hoffer, M.D., Ph.D.
National Institute on Drug Abuse

*Current membership as of May 2006

Management and Budget Working Group

The Management and Budget Working Group (MBWG) has been established by the NIH Director as an advisory group to the NIH Steering Committee to facilitate decision making on corporate management and resource issues, including human resources. The Working Group provides recommendations to the NIH Steering Committee on funding levels for the Office of Research Services and other NIH components that do not have separate appropriations.

Members*

Stephen Katz, M.D., Ph.D.
Co-Chair
National Institute of Arthritis and Musculoskeletal and Skin Diseases

Colleen Barros
Co-Chair
Office of the Director, NIH

Duane Alexander, M.D.
National Institute of Child Health and Human Development

T.K. Li, M.D.
National Institute on Alcohol Abuse and Alcoholism

Paul Sieving, M.D., Ph.D.
National Eye Institute

John Hartinger
National Cancer Institute

Camille Hoover
National Center for Complimentary and Alternative Medicine

Raynard Kington, Ph.D., DD, ex officio
Office of the Director, NIH

Ken Stith
Office of Financial Management, NIH

Richard Turman
Office of Budget, NIH

Andy Baldus
Office of Budget, NIH

Staff

David Heller
Jack Mahoney
Yehuda Schmidt

*Current membership as of May 2006

NIH Community Advisory Board for Security

The NIH Community Advisory Board for Security (CABS) is comprised of select Institute/Center directors, deputy directors, scientific directors, executive officers, and other NIH senior staff. The Board provides the NIH Director, via the NIH Chief Security Officer (ORS Director), with input, advice and counsel on behalf of the NIH community during the continuing development of the NIH Security Program.

Members*

Robert Wenthold, Ph.D.
Chair
National Institute of Child Health and Human Development

Linda Adams
National Human Genome Research Institute

Colleen Barros
Office of the Director, NIH

John Burklow
Office of the Director, NIH

Maureen Gormley
NIH Clinical Center

Michael Gottesman, M.D.
Office of the Director, NIH

Alan Graeff
National Library of Medicine

Richard Hodes, M.D.
National Institute on Aging

Eugene Major, Ph.D.
National Institute of Neurological Disorders and Stroke

Joan Schwartz, Ph.D.
Office of the Director, NIH

Richard Wyatt, M.D.
Office of the Director, NIH

Laura Rosenthal
National Institute on Drug Abuse

Shirl Eller
Office of the Director, NIH

John Dattoli
Office of the Director, NIH

Chief Alvin Hinton
Office of the Director, NIH

*Current membership as of May 2006

NIH Medical Arts, Division of Medical Arts and Printing Services, ORS

"We would like to dedicate this first issue of the ORS Annual Report in memory of our deceased colleague, John Dattoli, former Acting Associate Director for Security and Emergency Response, who passed away unexpectedly in April 2006. Many of the accomplishments provided in this report would not be possible without the leadership, guidance and dedication of John, particularly in the areas of safety and security."

Office of
Research Services
FY05 Annual
Report Committee

J. P. McCabe (Chair)
Abe Brauner
Linda Brown
Carmen Kaplan
Brad Moss
Gay Presbury
Lynnda Regan
Candelario Zapata

Office of Research Services: List of Services

Service	Telephone
Animal (Laboratory Animal Research Contract)	(301) 435-4444
Animal (Veterinary Medicine)	(301) 402-6731
Animal Diagnostic Research	(301) 496-7049
Animal Facility Management	(301) 496-7049
Animal Pathology	(301) 496-4465
Animal Pharmacy	(301) 435-2780
Animal Procurement	(301) 496-3575
Animal Quarantine	(301) 496-2527
Animal Transportation	(301) 496-4184
Art Services	(301) 496-5566
Asbestos Abatement Consultation	(301) 496-2346
Background Investigations	(301) 402-9755
Bioengineering and Physical Science	(301) 496-4741
Biological Decontamination	(301) 496-5774
Biological Safety Cabinets	(301) 496-3457
Building Evacuation Drills and Training	(301) 496-1985
Building Occupant Emergency Coordinators	(301) 496-1985
Catering Information (Eurest)	(301) 402-8180
Chemical Fume Hoods (Airflow Measurements)	(301) 496-3457
Child Care	(301) 402-8180
Commuter Information	(301) 402-7433
Concession Stands (Maryland Business Enterprise Program for the Blind)	(301) 402-8180
Conference Room Services (General Information, Scheduling and Reservations)	(301) 496-9966
Copying Centers/Duplicating	(301) 496-6781
CPR Training	(301) 496-4111
Dining Centers/Cafeterias	(301) 402-8180
Document Translations (Oral and Written)	(301) 496-1080
Drug Delivery and Kinetics	(301) 496-5771
Emergencies (Police, Fire, Rescue, Hazmat)	911
Emergency Preparedness	(301) 496-1985
Employee Assistance Program	(301) 496-3164
Fire Department (Non-Emergency)	(301) 496-2372
Fire Extinguisher Inspection, Maintenance and Training	(301) 496-2372
Fire Safety	(301) 496-0487
Fitness Centers	(301) 402-8180
General Information (ORS Information Line)	(301) 594-6677
Gift Shops	(301) 402-8180
Hazardous Work Permits	(301) 496-0414
Hearing Impaired Pagers	(301) 496-1985
Hearing Protection and Training	(301) 496-3457
Human Pathogen Registration	(301) 496-2346
Identification (ID) Cards	(301) 496-2387
Import/Export Permits (Microbiological Agents)	(301) 496-2346
Industrial Hygiene Services	(301) 496-3457
Instrumentation Research and Development	(301) 435-1945
International Services (Visas, NIH Visiting Program, Immigration Information)	(301) 496-6166
Interpreting Services (Sign Language)	(301) 402-8180
Lab Clearances	(301) 496-4710
Lab Moves	(301) 496-2346
Laboratory Equipment Repair	(301) 451-1753
Laboratory Safety Training	(301) 496-3353
Library Services	(301) 496-5611
Mail	(301) 496-3586
Medical Arts (Medical Illustration, Photography, Design, Electronic Media, Exhibits)	(301) 496-5566
Molecular Interactions	(301) 496-2599
Multi-Media (Audio, Video, Television, Public Address Equipment)	(301) 496-4700
NIH Federal Credit Union	(301) 718-0208
NIH Transhare Program	(301) 402-7433
Occupational Health and Safety	(301) 496-2346
Occupational Medical Service (OMS)	(301) 496-4411
Parking Information	(301) 402-8981
Patient Travel	(301) 496-6676 1 (866) 227-9339
Pest Management	(301) 496-4294
Photography (Prints, Slides, Film, Film Processing, Aerial, Passport, Portraits)	(301) 496-4971
Police (Non-Emergency)	(301) 496-2387
Printing (Image/Document Management, Procurement, Business Cards, Duplicating)	(301) 496-6781
Protein Biophysics	(301) 435-1950
Public Assembly Event Crowd Control Monitoring	(301) 496-0487
R & W (Recreation & Welfare Association)	(301) 496-6061
Radiation Safety	(301) 496-5774
Radiation Safety Officer	(301) 496-2254
Radiation Safety Training	(301) 496-2255
Radioactive Materials (Ordering Radioactive Materials, Shipping or Storing)	(301) 496-3277
Radioactive Materials (Thyroid and Whole Body Counts)	301-496-4803
Radioactive Waste (Handling, Pickup and Disposal)	(301) 496-4451
Respiratory Protection and Training	(301) 496-3457
Scientific Equipment/Instrumentation (Design, Fabrication, Maintenance and Repair)	(301) 496-4131
Scientific Equipment/Instrumentation (Rental, Lease and Sales)	(301) 496-9748
Scientific Equipment/Instrumentation (Replacement Parts and Supplies)	(301) 496-4169
Security Assessments and Physical Security Reviews	(301) 402-1973
Security Guard Services	(301) 496-2387
Service Maintenance Agreements	(301) 435-3007
Shuttle, NIH (Employee and Patient)	(301) 402-8981
Supramoleuclar Structure and Function	(301) 496-2599
Surveillance Programs (Anesthetic Gases, Ethylene Oxide, Formaldehyde Surveillance, Retrovirus Exposure, etc.)	(301) 496-3457
Travel (Employee, Patient and Foreign)	(301) 984-1850
Travel (Policy and Information)	(301) 451-3631
Ultramicro Analytical Immunochemistry	(301) 435-2741
Vending Machines	(301) 402-8180
Veterinary Resources	(301) 496-2527
Workplace Safety	(301) 496-2346
Work-Related Injury and Illness	(301) 496-9822

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