



June 1, 2007

To: IC Directors

From: Raynard S. Kington, M.D., Ph.D.
Deputy Director, NIH, and NIH Deputy Ethics Counselor

Subject: Procedures for Supervisory Approval of Official Duty Activities

The attached official duty chart (Attachment 1) outlines several activities with outside entities that employees may participate in as part of their official duties because such activities advance the NIH mission.

The chart indicates what level of approval is needed before engaging in the activity. Many of the activities require only supervisory approval.

I'm requesting that you seek approval for official duty activities in one of two ways:

- 1) You may request separate approval for each activity by forwarding the official duty memorandum that is used to request DEC approval (Attachment 2, available at <http://ethics.od.nih.gov/forms/oda-top5.doc>);
- 2) You can use the attached blanket memorandum (Attachment 3) which covers many routine activities.

As noted in the blanket memorandum, approval beyond the official duty memorandum will be required for any activity involving sponsored travel; acceptance of an award, meal or other gift; and appointment to a board of directors in your official capacity or service as a federal liaison to a committee or board. Please consult the NIH Ethics Office in those situations.

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

Attachments