

Manual M-8, Academic Affairs (Veterans Health Services and Research Administration)

Part V, Special Programs and Activities

Chapter 5, Acceptance of Gifts and Donations in Cash or in Kind by VHS&RA Employees in Connection with Official Travel or by Nationally Recognized Principal Research Investigators

(Paragraphs 5.01 through 5.08; Appendix 5A through Appendix 5F)

This document includes:

Title page and p. ii for M-8, Part V, dated **February 28, 1990**

Contents page for M-8, Part V, dated **February 28, 1990**

Rescissions page for M-8, Part V, dated **February 28, 1990**

Contents page for Chapter 5, dated **February 28, 1990**

Text for Chapter 5, dated **February 28, 1990**

Text for Appendix 5A through Appendix 5F, dated **February 28, 1990**

Transmittal sheet located at the end of the document:

Sheet dated **February 28, 1990** (Adds new Chapter 5, which is published to cover the information previously found in Chapter 9)

Transmittal sheet for change prior to 1990 also located at the end of the document:

Change 12, dated **November 6, 1986**

(Deletes old (DM&S) Chapter 5: Administrative Career Intern Programs)

Academic Affairs

Special Programs and Activities

February 28, 1990

Department of Veterans Affairs, Veterans Health Services and Research Administration Manual, M-8, "Academic Affairs," Part V, "Special Programs and Activities," is published for the compliance of all concerned.


JOHN A. GRONVALL, M.D.
Chief Medical Director

Distribution: RPC: 1310
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**CHAPTER 5. ACCEPTANCE OF GIFTS AND DONATIONS IN CASH OR IN KIND BY
VHS&RA EMPLOYEES IN CONNECTION WITH OFFICIAL TRAVEL OR BY
NATIONALLY RECOGNIZED PRINCIPAL RESEARCH INVESTIGATORS**

NOTE: Nothing in this chapter relieves the requirement for submitting foreign travel requests for review and decision. (See ch. 3.)

5.01 PURPOSE

a. This chapter contains policies and procedures regarding acceptance of gifts or donations in cash or in kind by VHS&RA employees in connection with official travel for education and training activities, meetings, and to Nationally Recognized Principal Research Investigators.

b. VA conduct and conflict of interest regulations are generally applicable to these official purpose gifts, as well as personal gifts and extra VA compensation. Accordingly, employees accepting gifts and donations for purposes described in this chapter must be familiar with those regulations (38 CFR, part 0). However, section 811 of those regulations (38 CFR 0.735-11) concerning the acceptance of gifts by employees solely in their personal capacities unrelated to official travel is inapplicable to gifts described in this chapter.

c. The provisions of MP-5, part II, Chapter 13, "Outside Professional Activities," do not apply to gifts covered by this chapter. That chapter deals solely with remunerated professional activities conducted outside of an employee's VA employment and it does not concern the acceptance of official purpose gifts. Further, nothing in this chapter in any way alters or changes the procedures as described in chapter 13.

5.02 POLICY

a. VHS&RA employees may accept gifts, donations, payments or contributions in connection with official travel for education or training, as described below, and contributions may be made to Nationally Recognized Principal Research Investigators for purposes specified in paragraph 5.02(3).

b. Employee Acceptance of Cash or Support in Kind From an Organization

(1) Direct cash contributions from 26 U.S.C. 501(c)(3) organizations for travel in connection with training in nongovernment facilities or attendance at meetings. Only those organizations described in Section 501(c)(3) can make direct cash contributions to VHS&RA employees in connection with official travel and subsistence expenses. The Superintendent of Documents prints an annual listing of such organizations entitled "Cumulative List of Organizations Described in Section 170(c) of the Internal Revenue Code of 1965", (publication 78). In order to obtain current information as to whether a particular organization is tax exempt pursuant to section 501(c)(3), contact the Taxpayer Services Division at any district office of the IRS (Internal Revenue Service) or at the IRS Reading Room, FTS 563-3770. (Authority for accepting such donations is contained in 5 U.S.C. 4111.)

(2) Direct cash contributions from State or local governments for official travel for any type of training and education. Contributions emanating from the treasury of any State, county, or municipality in the United States for attendance at meetings are

acceptable. In this regard, special practice funds derived from medical or dental practices would not qualify because they are not in the nature of a contribution from a State, county, or municipal treasury. Some special practice funds are exempt under 26 U.S.C. 501(c)(3); however, if they do not have such exemption from IRS, the funds may not be accepted. (Authority contained in 5 CFR 410.702.)

(3) Direct cash or in kind contributions to nationally recognized principal research investigators. A "principal investigator" is defined as an individual who is accountable for the proposal, performance, and culmination of a research or development project. Further, a principal investigator who is "nationally recognized" is one who meets two or more of the following criteria:

- (a) Listed in American Men and Women of Science or other comparable publication;
- (b) Recognition among the employee's professional peers based on the employee's medical research accomplishments;
- (c) Receipt of significant awards or honors for medical research accomplishments;
- (d) Invitation to participate in national conventions or meetings of medical or scientific organizations in order to deliver paper or address concerning the participant's medical research;
- (e) Publication of research results in nationally circulated medical or scientific publications of good repute or in widely used texts. VHS&RA employees who are nationally recognized principal research investigators may accept, in cash or in kind, travel and reasonable subsistence expenses in connection with their participation in the following activities: attendance at meetings; performing advisory services concerned with the functions or activities of VA; or acceptance of a significant award or with activity related thereto concerned with functions or activities of VA. (Authority contained in Pub. L. 93-22; 38 U.S.C. 4108(d).)

(4) Acceptance by any VHS&RA employee of in kind donations from any non-Federal source for official meeting travel for any type of training or education. A VHS&RA employee traveling on official business related to the operations of the VHS&RA medical care system, including attendance at meetings, may accept a donation in the form of accommodations, meals, travel, transportation, and related expenses on behalf of the agency. The donation must be prepaid by the donor organization(s), i.e., a plane ticket, or billed by the provider directly to the donor organization. Direct payment or reimbursement to the employee is not permitted. (Authority contained in 38 U.S.C. 5004(f), 5101; and Op. G.C. 21-75).

(5) VHS&RA Supplement to VA Manual MP-4, part VII, paragraph 4.04n.(2) authorizes Program officials in Central Office who are concerned with administration of patient care, quality control, professional peer review, or medical education to permit donations to the General Post Fund when

(a) VHS&RA is a member of or utilizes the services of the medical professional organization,

(b) the organization provides services which assist VA in improving patient care, providing quality control, performing professional peer group evaluation, or medical education that benefits the department, and

(c) travel of VA staff members is required to meet any commitment to the medical professional organization. Facilities desiring to use this option must submit the name and address of the professional organization with appropriate justification to the ACMD for Academic Affairs (144C).

5.03 LIMITATION ON ACCEPTING FOREIGN GOVERNMENT GIFTS

NOTE: "Foreign government" is defined as any unit of foreign governmental authority, including any foreign national, State, local or municipal Government; any international or multinational organization whose membership is composed of any unit of a foreign government described in subparagraph a; or any agent or representative of any such unit or such organization, while acting as such.

a. Generally, employees and their spouses and dependents may not accept gifts from a foreign government. (See 5 U.S.C.7342(b).)

b. This limitation does not apply to "in kind" donations to the agency that are being accepted by employees on official business on behalf of the agency as permitted by paragraph 5.02a(4).

c. In certain other circumstances, employees may personally accept foreign government gifts. Prior review and approval by the Office of General Counsel (02), VA Central Office is required.

5.04 ADMINISTRATIVE PROCEDURES

In authorizing acceptance of non-Federal contributions, the approving official must be certain the following conditions are met:

a. Authorization by the delegated official must be in writing and in advance of the acceptance. A copy of the authorization is to be sent to the facility fiscal office so a determination can be made if any reductions in agency paid expenses are required to avoid duplicate payments. In Central Office, this is the Chief, Voucher Audit Section (047B25).

b. The contribution, award, or payment is not a reward for services to the organization prior to the training or meeting.

c. Acceptance of the contribution, award or payment would:

(1) Not reflect unfavorably on the ability of the employee to carry out official duties in a fair and objective manner;

(2) Not compromise the honesty and integrity of Government programs or of Government employees and their official actions or decisions;

(3) Not result in or appear to result in any preferential treatment of private gain to the donor;

(4) Be compatible with the Code of Ethics for Government Service expressed in Public Law 93-303;

(5) Otherwise be proper and ethical for the employee concerned under the circumstances in their particular case and as may be applicable to appendix 5B.

(6) Not result in or give the appearance that employees are:

(a) Using public office for private gain;

(b) Giving preferential treatment to a company with commercial interests in VA;

(c) Losing impartiality;

(d) Adversely affecting the public's confidence in the integrity of the Government; and,

(e) Giving the appearance of marketing a commercial product.

(7) In summary, the primary concerns in conflict of interest situations are:

(a) Is there personal gain?

(b) Does the source of support have or seek a contract or other commercial relationship with VA?

(c) Can a company's interests be advanced in the performance of the employee's official duties?

5.05 FACILITY REVIEW

Facility Directors are authorized to approve or disapprove requests for VHS&RA employees under their jurisdiction using the policies and procedures contained in this chapter. This authority may not be redelegated to any other facility official. Employees should submit their requests to the facility Director using VA Form 10-0101B (see app. 5C). Blank forms are available from the Forms and Publications Depot, Alexandria, VA. Requests from individual facility Directors to accept such gifts or donations must be submitted to Central Office (see par. 5.07).

5.06 APPEALS

Appeals to facility Director's decisions may be directed in writing through the employee's division or service chief to the facility Director with any administrative or technical explanation/justification not included in the original request.

5.07 CENTRAL OFFICE REVIEW

The ACMD for Academic Affairs is authorized to approve or disapprove requests for facility Directors and for VHS&RA Central Office employees using the policies contained in this chapter. Facility Directors should submit their individual requests to the ACMD for Academic Affairs through the appropriate Regional Director (10BA_/144C), using VA Form 10-0101 (see app. 5D). VA Central Office employees will submit their individual requests after obtaining necessary endorsements, to the ACMD for Academic Affairs (144C) using VA Form 10-0101A (see app. 5E). Blank forms are available from Administrative Operations Staff (144C), Office of Academic Affairs, VA Central Office.

5.08 REPORTING REQUIREMENTS

a. The following records are to be maintained for all acceptance of donations, in cash or in kind, and for appropriate reporting of foreign travel (including Canada and Mexico) as required by VA Manual MP-1, part II, chapter 2.

- (1) Name of employee, including VHS&RA title and assignment.
- (2) Dates and location of detail.
- (3) Name and address of donor.
- (4) Amount and nature of donations, contribution, award, or payment.
- (5) Purpose for which donation, contribution, award, or payment was made.
- (6) If donation is in relation to a "nationally recognized principal investigator," note the specific criteria supporting such acceptance. (See par. 5.02a(3).)
- (7) If an award, state title.
- (8) Evidence of facility Director's written authorization/approval, including any special exceptions under paragraph 5.04.

b. An annual report will be provided by facility Directors to reach the ACMD for Academic Affairs (144C) no later than the 10th workday following the close of each fiscal year. This report will be submitted in duplicate in the format shown as appendix 5F (RCS 10-0146). Negative reports are required.

PUBLIC LAW 96-303—JULY 3, 1980

94 STAT. 855

Public Law 96-303
96th Congress

An Act

To provide for the display of the Code of Ethics for Government Service.

July 3, 1980
[H.R. 5997]

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That, under such regulations as the Administrator shall prescribe, each agency shall display in appropriate areas of Federal buildings copies of the Code of Ethics for Government Service.

Code of Ethics for Government Service. Display in Federal buildings; GSA regulations. 5 USC 7301 note. Publication and distribution. 5 USC 7301 note. Gifts. Definitions. 5 USC 7301 note.

SEC. 2. (a) The Administrator shall provide for the publication of copies of such Code of Ethics and for their distribution to agencies for use under the first section of this Act.

(b) The Administrator may accept on behalf of the United States any unconditional gift made for purposes of this Act.

SEC. 3. For purposes of this Act—

(1) the term "agency" means an Executive agency (as defined by section 105 of title 5, United States Code), the United States Postal Service, and the Postal Rate Commission;

(2) the term "Administrator" means the Administrator of the General Services Administration;

(3) the Code of Ethics for Government Service shall read as follows—

CODE OF ETHICS FOR GOVERNMENT SERVICE

Any person in Government service should:

I. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.

II. Uphold the Constitution, laws, and regulations of the United States and of all governments therein and never be a party to their evasion.

III. Give a full day's labor for a full day's pay; giving earnest effort and best thought to the performance of duties.

IV. Seek to find and employ more efficient and economical ways of getting tasks accomplished.

V. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

VI. Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty.

VII. Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.

94 STAT. 856

PUBLIC LAW 96-303—JULY 3, 1980

VIII. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.

IX. Expose corruption wherever discovered.

X. Uphold these principles, ever conscious that public office is a public trust.

Your agency ethics official and the Office of Government Ethics are available to answer questions on conflicts of interest; and

(4) the term "Federal building" means any building in which at least 20 individuals are regularly employed by an agency as civilian employees.

"Federal building."

Effective date.
5 USC 7301 note.
Costs.

SEC. 4. The provisions of this Act shall take effect October 1, 1980. There shall be no costs imposed on the Federal Government for the printing, framing or other preparation of the Code of Ethics for Government Service under this Act.

Approved July 3, 1980.

LEGISLATIVE HISTORY:

HOUSE REPORT No 96-1078 (Comm. on Post Office and Civil Service).
CONGRESSIONAL RECORD, Vol. 126 (1980):

June 9, 10, considered and passed House.

June 13, considered and passed Senate, amended.

July 27, House agreed to Senate amendments.





**Veterans
Administration**

MAY 7 1984

Memorandum

To: All VA Employees

From: Administrator (00)

Subj: Conflict of Interest

1. I am continually impressed by the dedication demonstrated by employees in fulfilling VA's mission to this country's veterans. For the most part, this unselfish service is provided while maintaining the highest standards of honesty, integrity, and impartiality that are characteristic of Federal civil servants. Nevertheless, I believe that it is worthwhile for us to reflect on what is expected of us as VA employees in carrying out our responsibilities. Revelations of employee misconduct, such as conflicts of interest, damage the reputation of all Federal employees and undermine the public's confidence in the ability of the Government to do an honest, effective job.

2. A conflict of interest occurs when an employee has personal interests that may affect his or her objectivity or impartiality on the job. For example, an employee with contract responsibilities would have a conflict of interest, or at least an appearance of a conflict of interest, if the employee had a financial interest in a company whose bid for a Government contract was under his or her review. The financial interest might cause the employee to favor the company in the review--the interest may thus "conflict" with the interest of the agency in having the bid reviewed objectively.

3. The most common types of conflicts of interest are the following:

• **OUTSIDE EMPLOYMENT, ACTIVITY OR PAY:** An employee must not engage in outside employment or activities that could interfere, or present to the public the appearance of being incompatible, with the full performance of VA duties and responsibilities. Incompatible activities include accepting anything of monetary value under circumstances which could result in, or create the appearance of, a conflict of interest. Other incompatible activities are those that take time or attention during VA duty hours, or that engage in, or give the appearance of engaging in, the private practice of a recognized profession during duty hours.

2.

All VA Employees

° **FINANCIAL INTERESTS:** Employees are prohibited from having a direct or indirect interest that conflicts substantially, or appears to conflict substantially, with Government duties or responsibilities. Nor should employees engage directly or indirectly in a financial transaction involving information obtained through Government employment.

° **RELATIONS WITH PERSONS SEEKING OR DOING BUSINESS WITH THE VA:** Employees, and particularly those engaged in VA contracts, should show no favoritism or prejudice to anyone doing or seeking business with the VA, should avoid giving any reason for suspicion of any prejudice or favoritism, and should refrain from any act which could reasonably be expected to embarrass or discredit the VA. Full-time employees are generally prohibited from performing services for a contractor or other persons engaged in business with the VA, unless the employee receives a written exception by the office head.

° **GIFTS, ENTERTAINMENT, OR FAVORS:** Employees should not solicit or accept for themselves or their families a gift, gratuity, favor, loan, entertainment, or anything of monetary value from any person who has, or is seeking, any financial relation with the VA, conducts activities regulated by the VA, has interests that may be substantially affected by the employee's performance of duties, or is attempting to influence the employee's official actions. Exceptions to this policy include acceptance of gifts based on a family or personal relationship rather than a business interest or food or refreshments of nominal value available in the ordinary course of a luncheon or business meeting or on inspection tours where the employee may be properly in attendance. Employees are also prohibited from accepting gifts or gratuities from claimants, patients, or VA beneficiaries or their families.

° **COMPENSATION FOR GOVERNMENT SERVICES:** Employees are prohibited from receiving any salary or anything of monetary value from a private source as compensation for services to the Government.

° **REPRESENTING ANYONE TO THE GOVERNMENT:** Employees are generally prohibited from representing anyone other than the United States before a Government entity in a matter in which the United States is a party or has a direct and substantial interest, even without compensation.

3.

All VA Employees

The standards of conduct we are all required to follow are published in VA regulations and manuals. VA Regulations 800-885 (38 C.F.R. Part O) and MP-5, Part I, Ch. 735. All employees should be familiar with these standards. A copy of these standards can be obtained from your Personnel Office. The forthcoming Employee Handbook contains a section on employee conduct. Supervisors should inform employees of conduct requirements annually and inform and counsel employees about individual rules.

4. If you have any doubts whether a particular action would meet the standards of conduct, you should first discuss the matter with your supervisor. If you need further assistance, you may seek the advice of your Personnel Officer or District Counsel, and finally the Assistant General Counsel (PSG III) in Central Office, who is officially designated as the VA's Ethics Official.

5. Because our ability to carry out VA responsibilities depends so largely upon the public's belief that we are administering our programs fairly and objectively, I strongly feel that each of us must be diligent in avoiding any conflict of interest and any appearance of a conflict of interest.



HARRY N. WALTERS

Distribution F

RPC 6006



Veterans Administration

REQUEST FOR APPROVAL OF ACCEPTANCE OF GIFTS OR DONATIONS
FOR TRAVEL/SUBSISTENCE EXPENSES IN CONNECTION WITH
OFFICIAL TRAVEL BY DM&S FACILITY EMPLOYEES

NOTE TO REQUESTING EMPLOYEE AND SUPERVISOR: Before completing this request you should review the Administrator's Memorandum to All VA Employees dated May 7, 1984, Subject: Conflict of Interest; Director for Operations Letter dated October 28, 1985, Subject: Conflict of Interest; and DM&S Manual M-8, "Academic Affairs," Part V, Chapter 9.

Questions about this form may be addressed to: Administrative Operations Staff (144C), Office of Academic Affairs, VACO, FTS 389-5175.

PART I. EMPLOYEE REQUEST:

- 1. NAME (Full Name, Office, and Symbol):
Jane M. Elden, Radiology Service, (114)
- 2. DATES OF TRAVEL: January 27-30, 1986
- 3. DESTINATION (City and State): Chicago, Illinois
- 4. DONOR ORGANIZATION (Name, Address, and Employer Number):
Radiology Research & Education Foundation San Francisco, CA, 171831

- 5. BASIS OF ACCEPTANCE (Check one):
 - a. Acceptance of cash from a 501(c)(3) approved organization.
 - b. Acceptance of support in kind from a 501(c)(3) approved organization.
 - c. Acceptance from State, County, or Municipal Government.
 - d. Acceptance of cash by a DM&S "Nationally Recognized Principal Investigator."
(If acceptance is as a DM&S "Nationally Recognized Principal Investigator," state specific criteria supporting such status: _____)
 - e. Acceptance in kind from a non-501(c)(3) organization.

(NOTE: The term "501(c)(3) approved organizations" refers to the Internal Revenue Code and a list of tax-exempt organizations.)

- 6. ESTIMATED VALUE OF REQUEST (NO HONORARIUM OR COMPARABLE PAYMENT CAN BE ACCEPTED):

a. Transportation (air, rail, etc.)	Air	\$ 165
b. Lodging	4 days at \$ 60.00 per day	\$ 240
c. Meals	4 days at \$ 25.00 per day	\$ 100
d. Other (local transportation, etc.)		\$ 18
e. TOTAL.....		\$ 523

- 7. PURPOSE OF EMPLOYEE REQUEST (Specify your exact role during the requested official leave period, and the expected outcome of your participation):
To present a paper entitled " " at the 16th Annual Meeting of the
Radiology Research & Education Foundation

6. CERTIFICATION:

I certify that I have read the Administrator's May 7, 1984, memorandum and the Code of Ethics for Government Service, and that my acceptance of this gift or donation is in accord with them.

JANE M. ELDEN
(Employee Signature)

12/16/85
(Date)

PART II. RECOMMENDATION BY SUPERVISOR:

Upon review of the above request and based upon the employee's position and responsibilities and the purpose of the requested acceptance, I recommend as follows:

Approve Disapprove

STEPHANIE C. THOMAS, M.D., Asst. Chief, Radiology Service (114A) 12/18/85
(Supervisor Signature, Title, Office, and Symbol) (Date)

PART III. RECOMMENDATION BY DIVISION OR SERVICE CHIEF:

Upon review of the request and recommendation, I recommend as follows:

Approve Disapprove

HAROLD M. FLOOD, M.D., Chief, Radiology Service (114) 12/20/85
(Division/Service Chief Signature, Title, Office, and Symbol) (Date)

PART IV. ACTION BY FACILITY DIRECTOR as the CMD's delegated official for approving/disapproving requests (see MP-5, Part I, Chapter 410):

Approve Disapprove

CARMEN J. FOX
(Facility Director Signature)

12/23/85
(Date)

PART V. REPORT OF SUPPORT RECEIVED (Complete and forward this report to the facility Director no later than 30 calendar days after completion of the approved trip. Information provided will be included in the facility's RCS 10-0146):

1. CASH RECEIVED

- a. Transportation \$ _____
- b. Lodging \$ _____
- c. Meals \$ _____
- d. Other \$ _____
- e. TOTAL..... \$ _____

2. IN KIND EQUIVALENT

- a. Transportation \$ _____
- b. Lodging \$ _____
- c. Meals \$ _____
- d. Other \$ _____
- e. TOTAL..... \$ _____



REQUEST FOR APPROVAL OF ACCEPTANCE OF GIFTS OR DONATIONS
FOR TRAVEL/SUBSISTENCE EXPENSES IN CONNECTION WITH
OFFICIAL TRAVEL BY DM&S FACILITY DIRECTORS

NOTE TO REQUESTING EMPLOYEE AND REGIONAL DIRECTOR: Before completing this request you should review the Administrator's Memorandum to All VA Employees dated May 7, 1984, Subject: Conflict of Interest; Director for Operations Letter dated October 28, 1985, Subject: Conflict of Interest; and DM&S Manual M-8, "Academic Affairs," Part V, Chapter 9.

Questions about this form may be addressed to: Administrative Operations Staff (144C), Office of Academic Affairs, VACO, FTS 389-5175.

PART I. EMPLOYEE REQUEST:

1. NAME (Full Name, Office, and Symbol):

Marion A. Hill, Director, (00)

2. DATES OF TRAVEL: January 27-30, 1986

3. DESTINATION (City and State): New York, NY

4. DONOR ORGANIZATION (Name, Address, and Employer Number):
Society of Hospital Administrators, 1232 6th Avenue, New York, NY, -----

5. BASIS OF ACCEPTANCE (Check one):

- a. Acceptance of cash from a 501(c)(3) approved organization.
- b. Acceptance of support in kind from a 501(b)(3) approved organization.
- c. Acceptance from State, County, or Municipal Government.
- d. Acceptance of cash by a DM&S "Nationally Recognized Principal Investigator."
(If acceptance is as a DM&S "Nationally Recognized Principal Investigator," state specific criteria supporting such status: _____)
- e. Acceptance in kind from a non-501(c)(3) organization.

[NOTE: The term "501(c)(3) approved organizations" refers to the Internal Revenue Code and a list of tax-exempt organizations.]

6. ESTIMATED VALUE OF REQUEST (NO HONORARIUM OR COMPARABLE PAYMENT CAN BE ACCEPTED):

a. Transportation (air, rail, etc.)	air	\$ 175
b. Lodging	2 days at \$ 110 per day	\$ 220
c. Meals	2 days at \$ 40 per day	\$ 80
d. Other (local transportation, etc.)		\$ --
e. TOTAL.....		\$ 475

7. PURPOSE OF EMPLOYEE REQUEST (Specify your exact role during the requested official leave period, and the expected outcome of your participation):

As former Vice President of the Society, I have been asked to attend the annual meeting and chair two sessions dealing with affiliations.

8. CERTIFICATION:

I certify that I have read the Administrator's May 7, 1984, memorandum and the Code of Ethics for Government Service, and that my acceptance of this gift or donation is in accord with them.

MARION A. HILL
(Employee Signature)

12/16/85
(Date)

PART II. RECOMMENDATION BY REGIONAL DIRECTOR:

Upon review of the above request and based upon the employee's position and responsibilities and the purpose of the requested acceptance, I recommend as follows:

Approve Disapprove

KENNETH B. WHITE
(Regional Director Signature)

12/23/85
(Date)

PART III. ACTION BY ACDM FOR ACADEMIC AFFAIRS as the ACDM's delegated official for approving/disapproving requests (see MP-5, Part I, Chapter 410):

Approve Disapprove

JAMES O. POSEY, M.D.
ACDM for Academic Affairs

12/27/85
(Date)

PART IV. REPORT OF SUPPORT RECEIVED (Complete and forward this report to the ACDM FOR ACADEMIC AFFAIRS (144C), VACO, no later than 30 calendar days after completion of the approved trip. Information provided will be included in RCS 10-0146):

1. CASH RECEIVED

a. Transportation	\$ _____
b. Lodging	\$ _____
c. Meals	\$ _____
d. Other	\$ _____
e. TOTAL.....	\$ _____

2. IN KIND EQUIVALENT

a. Transportation	\$ _____
b. Lodging	\$ _____
c. Meals	\$ _____
d. Other	\$ _____
e. TOTAL.....	\$ _____

 **Veterans Administration** **REQUEST FOR APPROVAL OF ACCEPTANCE OF GIFTS OR DONATIONS FOR TRAVEL/SUBSISTENCE EXPENSES IN CONNECTION WITH OFFICIAL TRAVEL BY DM&S CENTRAL OFFICE EMPLOYEES**

NOTE TO REQUESTING EMPLOYEE AND SUPERVISOR: Before completing this request you should review the Administrator's Memorandum to All VA Employees dated May 7, 1984, Subject: Conflict of Interest; Director for Operations Letter dated October 28, 1985, Subject: Conflict of Interest; and DM&S Manual M-8, "Academic Affairs," Part V, Chapter 9.

Questions about this form may be addressed to: Administrative Operations Staff (144C), Office of Academic Affairs, VAOC, FTS 389-5175.

PART I. EMPLOYEE REQUEST:

1. NAME (Full Name, Office, and Symbol):
John F. Kalla, M.D., Surgical Service, (112)

2. DATES OF TRAVEL: March 18-19, 1986

3. DESTINATION (City and State): Chicago, IL

4. DONOR ORGANIZATION (Name, Address, and Employer Number):
American College of Surgeons, Chicago, IL, 171822

5. BASIS OF ACCEPTANCE (Check one):

- a. Acceptance of cash from a 501(c)(3) approved organization.
- b. Acceptance of support in kind from a 501(c)(3) approved organization.
- c. Acceptance from State, County, or Municipal Government.
- d. Acceptance of cash by a DM&S "Nationally Recognized Principal Investigator."
 (If acceptance is as a DM&S "Nationally Recognized Principal Investigator," state specific criteria supporting such status: _____)
- e. Acceptance in kind from a non-501(c)(3) organization.

[NOTE: The term "501(c)(3) approved organizations" refers to the Internal Revenue Code and a list of tax-exempt organizations.]

6. ESTIMATED VALUE OF REQUEST (NO HONORARIUM OR COMPARABLE PAYMENT CAN BE ACCEPTED):

a. Transportation (air, rail, etc.)	<u>air</u>	\$ <u>165</u>
b. Lodging	<u>2</u> days at \$ <u>50</u> per day	\$ <u>100</u>
c. Meals	<u>2</u> days at \$ <u>25</u> per day	\$ <u>50</u>
d. Other (local transportation, etc.)	<u>provided</u>	\$ <u>--</u>
e. TOTAL.....		\$ <u>315</u>

7. PURPOSE OF EMPLOYEE REQUEST (Specify your exact role during the requested official leave period, and the expected outcome of your participation):
To present a paper entitled " " at the 42nd annual meeting of the American College of Surgeons. Knowledge gained will enhance my ability to perform my assigned duties within the VA Surgical Service.

FORMAT FOR REPORTING

FISCAL Year _____ VHS&RA Report on Employee Acceptance of Gifts or Donations in Cash or in Kind in Connection with Official Travel RCS 10-0146

Facility Name and Number: _____

Person to contact about information in the report:

	Number of Employees	Number of Episodes	Funds Accepted	Estimated in Kind Value Accepted
1. Employee acceptance of cash from a 26 U.S.C. 501(c)(3) organization.				XXX
2. Employee acceptance of support in kind from a 26 U.S.C. 501(c)(3) organization.			XXX	
3. Employee acceptance of donations from State, county, or municipal government.				
4. Acceptance of cash by a "Nationally Recognized Principal Investigator."				XXX
5. Acceptance of support in kind by a "Nationally Recognized Principal Investigator."			XXX	
6. Employee acceptance of support in kind from organization other than 26 U.S.C. 501(c)(3)			XXX	
TOTAL	<u>1/</u>			

^{1/} Provide an unduplicated overall count of employees reported as accepting cash or support in kind. Some employees participated in more than one episode. This figure represents the number of individuals counted only once.

Information due to reach the ACMD for Academic Affairs (144C) no later than the 10th workday following the close of each fiscal year.

February 28, 1990

RECEIVED

MAY 9 1990

1. Transmitted is a revision to Department of Veterans Affairs, Veterans Health Services and Research Administration Manual M-8, "Academic Affairs," Part V, "Special Programs and Activities." Brackets have not been used to indicate the changes.

2. Principal changes are:

a. **Chapter 1:** Change to length of service obligation from 2 years to 1 year and the program is expanded to include associate degree in nursing and baccalaureate or master's degree in physical therapy or occupational therapy.

b. **Chapter 6:** Changed to Chapter 3 and changed to exclude travel to Canada and Mexico.

3. Filing Instructions

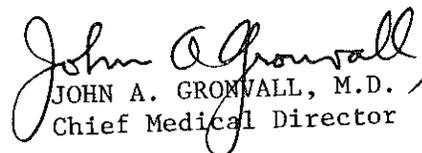
Remove pages

Insert pages

i through vi
1-1 through 9F-1

i through iv
1-i through 5F1

4. **RESCISSION:** M-8, part V, dated August 14, 1978, and changes 1 through 14.

 M.D.
JOHN A. GRONVALL, M.D.
Chief Medical Director

Distribution: RPC: 1310
FD

Printing Date: 3/90

November 6, 1986

Part V, "Special Programs and Activities," VA Department of Medicine and Surgery Manual M-8, "Academic Affairs," is changed as indicated below:

NOTE: *The purposes of these changes are to:*

- a. Add Chapter 2, "Education Space and Facilities";
- b. Remove Chapter 3, "VA Medical School Assistance and Health Manpower Training Act of 1972." There are no funds to continue this program;
- c. Remove Chapter 4, "Regional Medical Education Centers," and Chapter 8, "Cooperative Health Manpower Education Program (CHEP)." Policy concerning these programs is incorporated into chapter 3, part IV;
- d. Remove Chapter 5, "Administrative Career Intern Programs." This activity will be described in part IV;
- e. Revise and update Chapter 7, "Extended Leave for DM&S Educational Purposes"; and,
- f. Revise and update Chapter 9, "Acceptance of Gifts and Donations in Cash or in Kind by DM&S Employees in Connection With Official Travel or by Nationally Recognized Principal Research Investigators."

Due to extensive revisions, brackets have not been used to designate changes.

Page iii: Remove this page and substitute page iii attached.

Pages v and vi: Remove these pages and substitute pages v and vi attached. (Contents revised.)

Pages 2-1 and 2-2: Insert these pages attached. (Ch. 2 added.)

Pages 3-1 and 3-2: Remove these pages. (Ch. 3 deleted.)

Pages 4-1 and 4-2: Remove these pages. (Ch. 4 deleted.)

Page 5-1: Remove this page. (Ch. 5 deleted.)

Pages 7-1 through 7-3: Remove these pages and substitute pages 7-1 through 7-3 attached. (Pars. 7.02 and 7.04 revised.)

Pages 8-1 and 8-2: Remove these pages. (Ch. 8 deleted.)

Pages 9-1 through 9C-2: Remove these pages and insert pages 9-1 through 9F-1 attached. (Ch. 9 revised.)



JOHN A. GRONVALL, M.D.
Acting Chief Medical Director

Distribution: RPC: 1310
FD

Printing Date: 1/87