

**OFFICE OF DOCUMENTS AND ADMINISTRATIVE ISSUANCES  
AND  
DISTRICT OF COLUMBIA BOARD OF ELECTIONS AND ETHICS**

**ERRATA NOTICE**

The Administrator of the Office of Documents and Administrative Issuances, pursuant to the authority set forth in section 309 of the District of Columbia Administrative Procedure Act, approved October 21, 1968 (82 Stat. 1203; D.C. Official Code § 2-559), hereby gives notice of the following corrections to the text of the District of Columbia Municipal Regulations (DCMR) which was amended by Notices of Final Rulemaking published in the District of Columbia Register, and issued by the District of Columbia Board of Elections and Ethics on March 19, 2010 at 57 D.C. Reg. 2258 and 57 D.C. Reg. 2272.

In Title 3, chapter 32, section 3201.1, paragraphs (h), (i), and (j) are relettered (g), (h), and (i) respectively, correcting the inadvertent omission of paragraph (g) in the lettering of the subsection.

In Title 3, chapter 37, section 3709, a subsection 3709.5 is added to read:

“3709.5      Reserved”

This corrects the inadvertent omission of 3709.5 in the numbering of the section.

Inquiries regarding this notice shall be addressed by mail to Administrator, Office of Documents and Administrative Issuances, 441 4<sup>th</sup> Street, N.W., Suite 520 South, Washington, D.C. 20001 or via telephone at (202) 727-5090.

**OFFICE OF DOCUMENTS AND ADMINISTRATIVE ISSUANCES  
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In Title 3, chapter 5, section 506, the phrase “Department of Youth and Rehabilitative Services” is deleted and the phrase “Department of Youth Rehabilitation Services” is inserted in its place. This corrects an error in the agency name.

Inquiries regarding this notice shall be addressed by mail to Administrator, Office of Documents and Administrative Issuances, 441 4<sup>th</sup> Street, N.W., Suite 520 South, Washington, D.C. 20001 or via telephone at (202) 727-5090.

## DEPARTMENT OF HEALTH

NOTICE OF FINAL RULEMAKING

The Director of the Department of Health (“Department”), pursuant to the authority set forth in section 302(14) of the District of Columbia Health Occupations Revision Act of 1985, effective March 25, 1986 (D.C. Law 6-99; D.C. Official Code § 3-1203.02 (14)) (2007 Repl.), Mayor’s Order 98-140, dated August 20, 1998, the SafeRx Amendment Act of 2008, effective March 26, 2008 (D.C. Law 17-0131; 55 DCR 4462), and Mayor’s Order 2008-94, dated July 3, 2008, hereby gives notice of the adoption of the following amendments to Chapter 83 (Pharmaceutical Detailers) of Title 17 (Business, Occupations and Professions) of the District of Columbia Municipal Regulations (DCMR).

The purpose of this amendment is to amend the definition of the term “conference” to include a scientific or medical educational meeting or symposium accredited by a nationally recognized healthcare professional education accreditation body (e.g., the Accreditation Council for Continuing Medical Education, the Accreditation Council for Pharmacy Education, and the American Nurses Association) In addition, this amendment would allow an applicant for a pharmaceutical detailing license who is a healthcare professional holding an active license in good standing in the District to submit with his or her application a copy of his or her license in lieu of an official transcript.

An earlier version of these rules was published in the D.C. Register as a proposed rulemaking on June 26, 2009 at 56 DCR 5065. Written comments were received in connection with that notice from the Restaurant Association Metropolitan Washington and the Pharmaceutical Research and Manufacturers of America. Additionally, § 8302 of Title 17, DCMR was amended to allow healthcare professionals who hold an active license in good standing in the District to submit a copy of their license in lieu of an official transcript when applying for a pharmaceutical detailing license. The amended rulemaking was published for an additional comment period on March 5, 2010 at 57 DCR 1904. No written comments were received in connection with that notice and no changes have been made from the rulemaking published on March 5, 2010. These final rules will be effective upon publication of this notice in the *D.C. Register*.

**Chapter 83 (Pharmaceutical Detailers) of Title 17 (Business Occupations and Professions) of the DCMR is amended as follows:**

**Section 8302 is amended as follows:**

**8302 EDUCATIONAL REQUIREMENTS**

8302.1 Except as otherwise provided in this chapter, an applicant shall furnish proof satisfactory to the Board that the applicant is a graduate of an institution of higher education recognized by the Board in accordance with § 742 of the Act, D. C. Official Code § 3-1207.42 (2001).

- 8302.2 Except as provided in § 8302.3, an applicant shall submit an official certificate of graduation or a transcript in a sealed envelope from the institution of higher education to the Board with the completed application.
- 8302.3 An applicant who holds a health professional license for a profession which requires a degree, may submit a copy of the license in lieu of an official certificate of graduation or transcript as proof of having graduated from an institution of higher education recognized by the Board in accordance with § 742 of the Act, D. C. Official Code § 3-1207.42.
- 8302.4 The Board may grant a license to practice pharmaceutical detailing to an applicant who is a graduate of an institution of higher education from a foreign country, if the institution or education program was accredited by an accrediting body recognized by the Secretary of the United States Department of Education or the Council on Postsecondary Accreditation at the time the applicant graduated.
- 8302.5 If a document required by this chapter is in a language other than English, an applicant shall arrange for its translation into English by a translation service acceptable to the Board and shall submit a translation signed by the translator attesting to its accuracy.

**Section 8399.1 is amended as follows:**

**The following terms and their ascribed meanings are amended to read as follows:**

**Conference** - (1) A meeting, symposium, exposition, exhibit, convention, assembly, or like gathering, including meetings of a regional, national, or international professional association, society, or body, for the discussion of health-related issues consisting of multi-pharmaceutical company or labeler representation and targeting a regional, national, or international audience; or (2) a scientific or medical educational meeting or symposium that is accredited by a nationally recognized healthcare professional education accreditation body (e.g., the Accreditation Council for Continuing Medical Education, the Accreditation Council for Pharmacy Education, and the American Nurses Association).

**Applicant**- A person applying for a license to practice pharmaceutical detailing under this chapter.

## DEPARTMENT OF HEALTH

NOTICE OF FINAL RULEMAKING

The Director of the Department of Health, pursuant to the authority set forth in section 19(a)(3) of the District of Columbia Pharmacist and Pharmacy Regulation Act of 1980, effective September 16, 1980 (D.C. Law 3-98; D.C. Official Code § 47-2885.18(a)(3)); section 301 of the District of Columbia Uniform Controlled Substances Act of 1981, effective August 5, 1981, (D.C. Law 4-29; D.C. Official Code § 48-903.01); Mayor's Order 98-48, dated April 15, 1998 (98-48 delegates the Mayor's authority under Pharmacist Act); section 4902 of the Fiscal Year 2002 Budget Support Act of 2001, effective October 3, 2001, (D.C. Law 14-28; D.C. Official Code § 7-731); section 15 of the District of Columbia Drug Manufacture and Distribution Licensure Act of 1990, effective June 13 1990, (D.C. Law 8-137; D.C. Official Code § 48-714(a)); and Mayor's Order 98-88, dated May 29, 1998, hereby gives notice of the adoption of the following amendments to Chapter 19 (Pharmacies) of Title 22-B (Public Health and Medicine) of the District of Columbia Municipal Regulations (DCMR).

The purpose of these amendments is to enable the Director to delegate staff, as he deems appropriate, to perform the inspection functions required under this chapter. This rulemaking was published as proposed rulemaking on March 5, 2010 at 57 DCR 1906. The Department received written comments from the National Association of Chain Drugs Stores in response to this notice; however, no changes have been made from the rulemaking published on March 5, 2010. These final rules will be effective upon publication of this notice in the *D.C. Register*.

**CHAPTER 19 (PHARMACIES) is amended as follows:****Section 1925.3 is amended to read as follows:**

1925.3           The Director may delegate to staff of the Department the authority to conduct inspections of pharmacy operations covered by this chapter. Inspections shall be conducted upon the issuance of a new license and at least annually thereafter. Inspections may be conducted more frequently as often as the Director deems necessary or useful.

**Section 1925.5 is amended to read as follows:**

1925.5           The Director may delegate to staff of the Department the authority to conduct compliance inspections, audits, and other inspections required under the Act to ensure accountability for all controlled substances and to ensure compliance with laws regulating the practice of pharmacy and the distribution of prescription drugs and devices in the District and all other applicable laws and regulations regarding the practice of pharmacy and the operation of a pharmacy.

## DEPARTMENT OF HEALTH

NOTICE OF FINAL RULEMAKING

The Director of the Department of Health, pursuant to the authority set forth in section 10 of the Health Care Benefits Expansion Act of 1992 (“Act”) (D.C. Law 9-114; D.C. Official Code § 32-709), and Mayor’s Order 2002-56, dated March 4, 2002, and in accordance with section 3(i) of the Act (D.C. Official Code § 32-702(i)), hereby gives notice of the adoption of the following amendment to Chapter 80 (Domestic Partnership) of Title 29 (Public Welfare) of the District of Columbia Municipal Regulations (DCMR). The final rulemaking amends section 8001 to establish the initial list of jurisdictions that recognize relationships that are substantially similar to domestic partnerships in the District. A Notice of Proposed Rulemaking was published in the *D.C. Register* on October 16, 2009, at 56 DCR 8186. No public comments were received during the 30-day comment period. No changes have been made to the text of the proposed rules as published on October 16, 2009. Pursuant to section 10(b) of the Act, the rules were submitted to the Council for a forty-five (45) day period of review and were deemed approved on January 11, 2010. These final rules will become effective upon publication of this notice in the *D.C. Register*.

**Section 8001 of Chapter 80 (Domestic Partnership) of Title 29 (Public Welfare) of the DCMR is amended by adding new subsections 8001.6 through 8001.10 to read as follows:**

- 8001.6 Persons registered together in a domestic partnership or a similar legally recognized relationship, other than marriage, in a jurisdiction outside the District of Columbia shall also be recognized as domestic partners in the District, provided that their relationship was registered in one of the following jurisdictions:
- (a) California (Domestic Partnership under California Family Code § 297 *et seq.*);
  - (b) Colorado (Designated Beneficiary Agreement under Colorado Revised Statutes § 15-22-101 *et seq.*);
  - (c) Connecticut (Civil Union under Connecticut General Statutes § 46b-38aa *et seq.*);
  - (d) Hawaii (Reciprocal Beneficiary under Hawaii Revised Statutes Annotated § 572C-1 *et seq.*);
  - (e) Nevada (Domestic Partnership under Senate Bill 283 amending Title 11 of the Nevada Revised Statutes Annotated, effective October 1, 2009);
  - (f) New Hampshire (Civil Union until January 1, 2010, under New Hampshire Revised Statutes Annotated § 457:46);
  - (g) New Jersey (Domestic Partnership under New Jersey Annotated Statutes § 26:8A-1 *et seq.* and Civil Union New Jersey Annotated Statutes § 37:1-1 *et seq.*);

- (h) Oregon (Domestic Partnership under the Oregon Family Fairness Act, House Bill 2007);
- (i) Vermont (Civil Union under Vermont Statutes Annotated § 15-1201 *et seq.*);
- (j) Washington (Domestic Partnership under Annotated Revised Code of Washington § 26.60.010 *et seq.*); and
- (k) Great Britain (Civil Partnership under the Civil Partnership Act, 2004, ch. 33 (Eng.) *et seq.*) and relationships in other countries recognized as equivalent to United Kingdom Civil Partnerships, except marriage, under Schedule 20 as follows:
  - (1) Andorra (Unio estable de parella);
  - (2) Australia (Tasmania) (Significant Relationship);
  - (3) Belgium (Wettelijke samenwoning or gesetzliches zusammenwohnen);
  - (4) Canada (Nova Scotia) (Domestic Partnership);
  - (5) Canada (Quebec) (Union Civile or Civil Union);
  - (6) Denmark (Registreret Partnerskap);
  - (7) Finland (Rekisterity parisuhde or registrerad partnerskap)
  - (8) France (Pacte Civil de Solidarit);
  - (9) Germany (Lebenspartnerschaft);
  - (10) Iceland (Staðfesti Samvist);
  - (11) Luxembourg (Partenariat Enregistré or Eingetragene Partnerschaft);
  - (12) Netherlands (Geregistreerd Partnerschap);
  - (13) New Zealand (Civil Union);
  - (14) Norway (Registrert Partnerskap);
  - (15) Sweden (Registrerat Partnerskap).

8001.7

The Director may periodically certify and de-certify relationships in other jurisdictions that may be recognized as domestic partnerships in the District by

publishing a notice of certification or de-certification in the *D.C. Register*.  
Certification or de-certification shall be effective upon publication of the notice.

- 8001.8 Certification of a jurisdiction shall be based on the similarity of the relationship in that jurisdiction to the rights and responsibilities of marriage under the laws of that jurisdiction.
- 8001.9 De-certification shall occur when a jurisdiction abolishes the relationship or converts prior registrations to marriage.
- 8001.10 A person registered in one of the relationships and in one of the jurisdictions listed in § 8001.6 or subsequently certified under § 8001.7 shall be recognized in the District as if the registration had been made originally in the District as a domestic partnership. Registration in one of the relationships and one of the jurisdictions shall not require further registration in the District.

**D.C. DEPARTMENT OF HUMAN RESOURCES****NOTICE OF FINAL RULEMAKING**

The Director of the D.C. Department of Human Resources, with the concurrence of the City Administrator, pursuant to Mayor's Order 2008-92, dated June 26, 2008, and in accordance with the provisions of Chapter XXVII of the District of Columbia Government Comprehensive Merit Personnel Act of 1978, effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-627.01 *et seq.*) (2006 Repl.), hereby gives notice that final rulemaking action was taken to adopt the following rules. **The rules amend Chapter 27, Temporary Assignment of Personnel, of Title 6 of the District of Columbia Municipal Regulations (DCMR)**, to update all citations to the D.C. Official Code and other legal and regulatory citations and references to agencies' names throughout the chapter; and make other minor non substantive changes throughout the chapter. Though no comments were received to the Notice of Proposed Rulemaking published on August 28, 2009 (56 DCR 007102), non-substantive changes were made to correct subsection numbering in section 2702. Final rulemaking action was taken on June 17, 2010.

**CHAPTER 27****TEMPORARY ASSIGNMENT OF PERSONNEL**

*Chapter 27, Temporary Assignment of Personnel, of Title 6 of the District of Columbia Municipal Regulations, is amended to read as follows:*

**2700 STATUTORY AUTHORITY AND APPLICABILITY**

- 2700.1 The statutory authority for temporary assignments of personnel is contained in Chapter XXVII of the District of Columbia Government Comprehensive Merit Personnel Act of 1978, effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-627.01 *et seq.*).
- 2700.2 This chapter covers all District government employees except for the following:
- (a) The Mayor and members of the Council of the District of Columbia;
  - (b) Members of Boards and Commissions; and
  - (c) Educational Service employees of the University of the District of Columbia.

**2701 AUTHORIZATION FOR TEMPORARY ASSIGNMENTS OF PERSONNEL**

- 2701.1 District government agencies are authorized to enter into personnel exchange agreements with private sector organizations, institutions of higher education, or agencies of federal, state, and local governments.
- 2701.2 A personnel exchange agreement authorized under this chapter may be used only when supervision of the participating employee changes from that of his or her permanent employer to supervision by the agency or organization to which the assignment is made.
- 2701.3 Prior to commencing an assignment pursuant to this chapter, a written agreement shall be executed. The written agreement shall specify all of the following:
- (a) The duties and responsibilities to be carried out in the assignment;
  - (b) The terms and conditions for payment of salary and other expenses, or reimbursement among participating agencies or organizations;
  - (c) A statement that the assigned employee shall observe all rules governing the agency or organization to which the assignment is made under the agreement;
  - (d) The signature of the assigned employee indicating concurrence in and understanding of the assignment;
  - (e) The signatures of appropriate officials of the sending and receiving agencies or organizations; and
  - (f) The signature of the Director of the D.C. Department of Human Resources (DCHR) or independent personnel authority concurring in the assignment.
- 2701.4 An assignment under a personnel exchange agreement may be made for a period of up to two (2) years and, with the concurrence of the agencies or organizations and the employee involved, may be extended in increments of one (1) year. A written extension agreement shall be executed and signed by the employee, the appropriate officials of the sending and receiving agencies or organizations, and the Director of the DCHR or independent personnel authority concurring in the extension of the assignment.

**2702 ASSIGNMENT OF EMPLOYEES FROM PRIVATE SECTOR ORGANIZATIONS TO DISTRICT GOVERNMENT**

- 2702.1 It is the policy of the District government to utilize personnel exchange agreements sparingly to assign private sector employees to District agencies to meet highly specialized needs for professional services on a temporary basis.
- 2702.2 Nothing in this chapter shall be interpreted to mean that in every personnel exchange agreement between a District government agency and a private sector organization the District government agency shall be the party paying any or all of the costs of the professional services to be provided by the private sector employee.
- 2702.3 A personnel exchange agreement to assign a private sector employee to a District government agency covered by this chapter shall contain the terms and conditions for the payment or the reimbursement of salary, fringe benefits and, if appropriate, general and administrative expenses.
- 2702.4 When a District government agency is reimbursing a private sector organization, the private sector organization shall not receive compensation in a manner to earn a profit from the assignment of the private sector employee to the District government agency.
- 2702.5 A private sector employee assigned to a District government agency shall not receive compensation and fringe benefits greater than those he or she would have received in the absence of the agreement assigning the individual to the District government agency.
- 2702.6 Any reimbursement by a District government agency entering into a personnel exchange agreement shall be limited to the cost of documented salary, applicable fringe benefits including payroll taxes, social security, unemployment insurance, worker's compensation insurance, health insurance, pensions, Federal Insurance Compensation Act payments, and, if appropriate, general and administrative expenses.
- 2702.7 Prior to entering into a personnel exchange agreement and commencing the assignment of a private sector employee to a District government agency pursuant to this chapter, the agency head shall prepare a written determination and findings explaining the reasons the required professional services cannot be secured through standard recruitment practices or procurement procedures.
- 2702.8 The written determination and findings pursuant to section 2702.7 of this section shall include but not be limited to the following:

- (a) A detailed justification explaining the need for the professional services;
- (b) The qualification requirements for the professional services;
- (c) A detailed statement and documentation demonstrating the specific outreach and recruitment efforts undertaken by the agency to secure the professional services needed through standard recruitment practices;
- (d) A statement signed by the Chief Procurement Officer (or his or her designee) certifying that the agency has demonstrated that it cannot utilize procurement procedures to secure the professional services needed, and stating the basis for that conclusion; and
- (e) A statement signed by the agency head to attest that the agency has demonstrated that it cannot secure the required professional services through standard recruitment practices or procurement procedures, and stating the basis for that conclusion.

2702.9 The written determination and findings and supporting documentation, and the signed procurement certification described in section 2702.8 (d) of this section shall be presented to the Director of the D.C. Department of Human Resources (DCHR) or independent personnel authority, as applicable. The Director of the DCHR or independent personnel authority shall certify, in writing, that:

- (a) The agency has exhausted every effort to secure the professional services through standard recruitment practices; and
- (b) The Chief Procurement Officer (or his or her designee) has certified that the agency has exhausted every effort to secure the professional services through standard procurement procedures.

2702.10 Notwithstanding the provisions of section 2702.9 of this section, the Chief Technology Officer shall certify all determinations and findings in the case of the Office of the Chief Technology Officer.

2702.11 The Director of the DCHR and each independent personnel authority, as appropriate, shall develop and publish appropriate procedures for the preparation and submission of written determinations and findings.

2702.12 When the District government agency is reimbursing the private sector organization, the private sector organization shall prepare a written reimbursement agreement for the cost of the salary, fringe benefits, and any general and administrative expenses to be reimbursed. The reimbursement

agreement prepared by the private sector organization shall include all of the following:

- (a) A detailed explanation of each category of costs and the actual amounts to be reimbursed by the District government agency;
- (b) A certification of the accuracy of each category of costs and the actual amounts to be reimbursed by the District government agency; and
- (c) A certification that any general and administrative expenses presented for reimbursement are actual costs, the reasons for incurring such general and administrative expenses and their justification, that those costs are allowable and reasonable, and that they were calculated using the standards and principles specified in section 2702.13 of this section.

- 2702.13 Any general and administrative expenses to be reimbursed by a District government agency for off-site employees shall be:
- (a) Calculated using the standards in the Federal Acquisition Regulations (FAR) System, Title 48 of the Code of Federal Regulations, in particular, the standards and contract costs principles and procedures to calculate indirect costs in 48 CFR 31.203 (2000); and
  - (b) Based on and be consistent with the results of audited off-site overhead rates for a period of three (3) years prior to submission of the reimbursement agreement by the private sector organization.
- 2702.14 When general and administrative costs are to be reimbursed by the District government agency, the results of audited off-site overhead rates as described in section 2702.13 of this section shall be presented to the District government agency as supporting documentation to the reimbursement agreement.
- 2702.15 Prior to signing a personnel exchange agreement, the District government agency shall concur with all the terms and conditions of the assignment, particularly the terms of a reimbursement agreement prepared by the private sector organization under section 2702.12 of this section, when applicable, and sign the reimbursement agreement.
- 2702.16 The agency head shall submit the signed personnel exchange agreement and any supporting documentation, including the certified determination and findings in the case of the Office of the Chief Technology Officer, and the signed reimbursement agreement when applicable, to the Director of the DCHR or independent personnel authority. The Director of the DCHR or independent personnel authority shall review the personnel exchange agreement and any supporting documentation, and sign the personnel exchange agreement to concur in the assignment.

2702.17 The District government agency shall be encouraged and shall reserve the right to audit the reimbursable costs in a personnel exchange agreement under the circumstances and methods the District government agency deems appropriate and require the private sector organization to reimburse the District government agency for any unauthorized fees paid.

2702.18 A former District government employee working for a private sector organization shall be prohibited, for a period of two (2) years after his or her separation from District government employment, from participating in a personnel exchange agreement between the District government and the employing private sector organization.

**2703 STATUS OF DISTRICT GOVERNMENT EMPLOYEES WHILE ON ASSIGNMENT**

2703.1 A District government employee participating in a Personnel Exchange Program shall be considered either on detail to the receiving agency or organization, or on a leave of absence from the sending agency.

2703.2 While on assignment, a District government employee on detail shall be entitled to the same salary and benefits accruing to his or her position with the sending District government agency, and shall remain an employee of the sending agency for all other purposes except supervision of duties during the period of detail.

2703.3 The salary and benefits of a District government employee on detail shall be paid by the sending agency.

2703.4 While on assignment, a District government employee on leave of absence shall be entitled to at least the same salary and benefits to which he or she would otherwise be entitled.

2703.5 The salary and benefits of a District government employee on a leave of absence shall be paid by the receiving agency or organization unless the agreement contains different terms.

2703.6 Leave with or without compensation may be granted to a District government employee by the receiving agency or organization if the agreement permits the agency or organization to act as the leave-approving authority for the employee.

2703.7 A District government employee suffering disability or death in the course of the temporary assignment shall be treated as a District government employee under the District's disability compensation program, except in any case in which the employee was entitled to and elected to receive similar benefits

under the receiving agency's or organization's program.

**2704 STATUS OF NON-DISTRICT GOVERNMENT EMPLOYEES WHILE ON ASSIGNMENT**

2704.1 Unless the personnel exchange agreement contains different terms, the salary and benefits of non-District government employees on assignment to the District government shall be paid by the sending agency or organization.

2704.2 The receiving agency which appoints a non-District government employee under the Personnel Exchange Program may do so without regard to the regulations governing the selection of employees in the Career, Management Supervisory, and Educational Services and may or may not compensate such appointed employees from agency funds.

2704.3 A non-District government employee suffering disability or death while on assignment to the District government shall be treated as a District employee for the purpose of the District government's disability compensation program unless he or she elects similar benefits from his or her permanent employment.

**2705 TRAVEL EXPENSES**

2705.1 Travel expenses of District or non-District government employees assigned to another government, private sector organization, or institution of higher education may be paid by the District government, with the exception of travel expenses related to the work assignment at the receiving agency or organization.

2705.2 Travel expenses for transportation of immediate family, household goods, and personal effects to and from the location of the receiving agency or organization may routinely be paid by the District government under either of the following conditions:

(a) For an assignment of more than nine (9) months; or

(b) When an assignment is terminated in less than nine (9) months for reasons beyond the control of the employee that are acceptable to the agency.

2705.3 A daily allowance may be paid to a District or a non-District government employee on assignments of less than nine (9) months.

2705.4 Travel expenses, relocation costs, and daily expenses may be shared by the participating governments, private sector organization, or institution of higher education or may be the sole responsibility of either party to the agreement.

**2799 DEFINITIONS**

When used in this chapter, the following terms shall have the meaning ascribed:

**Audit** – examination of statements of costs actually incurred. Such audits may consist of desk reviews, test checks of a limited number of transactions, or examinations in depth, and shall be conducted in accordance with generally accepted accounting principles.

**General and administrative (G&A) expense**– management, financial, and other expenses, which are incurred by, or allocated to a business unit and which are for the general management and administration of the business unit as a whole. G&A expenses do not include those management expenses whose beneficial or causal relationship to cost objectives can be more directly measured by a base other than a cost input base representing the total activity of a business unit during a cost accounting period (48 CFR 9904.410.30 (2008)). General and administrative costs are indirect costs (48 CFR 31.203 (a), (b) (2008)).

**Off-site employee** – an employee who is detailed or assigned to the work site of another organization.

**Procurement procedures** – mechanism by which an agency enters into a negotiated personal services contract for expert and consulting services pursuant to the provisions of 27 DCMR 1900 *et seq.*