

# Acquisition Update

January/March 2004  
Volume 3, Number 1

Your Source For Federal Health Care Contract Information

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***Correction:*** The phone number listed for Karen Law on page 4 in the last edition was incorrect. Her correct number is (708) 786-4985.

We would like your comments! What topics do you want covered? What information do you want to see? Please contact:

Susan Lewis at  
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## *New Deputy Assistant Secretary for the Office of Acquisition and Materiel Management Appointed*

On November 4, 2003, Secretary Principi appointed Mr. David S. Derr to the position of Deputy Assistant Secretary for the Office of Acquisition and Materiel Management. We are including a message from Mr. Derr in this and in future issues.

I am proud to take the helm of such a valuable and critical component of this Agency – the Office of Acquisition and Materiel Management (OA&MM). I come to this position with an understanding of the acquisition environment of today, extensive acquisition knowledge gained from over 30 years of actual experience, and a direction for the future that includes a strong partnership – built upon mutual respect, trust, effective dialogue, and commitment. Although I may lead the charge, nothing can be accomplished or be of any value without the involvement, dedication, and support of our acquisition and materiel management staff and our customers!

My background in VA provides me an understanding borne of first hand experience. My first dozen years with VA took me from a supply trainee position at the VA Medical Center in Martinsburg, WV, through progressively more responsible

positions in VA logistics, including Chief, Supply Service, at Saginaw, MI; Batavia, NY; and finally at Columbia, SC---where I had the pleasure of opening the then new William Jennings Bryan Dorn replacement medical center.

Most of you in OA&MM, and many of you in other agencies, probably know me best as the ADAS for Acquisitions, a position I held for the last 7 years. However, my experience is considerably broader. Prior to my tenure as ADAS for Acquisitions, I served as Associate Deputy Assistant Secretary for Resources, Associate Deputy Assistant Secretary for Materiel, and Supply Fund Manager. And early in my headquarters career, I held such positions as Director, Materiel Management Service; Deputy Director, Acquisition Management Service; Deputy Director, Policy and Interagency Service; Acting Training Officer; Special Assistant to the ADA for Logistics; Acting Director, Policy and Interagency Service; and Senior Supply Management Representative within the policy staff. Consequently, I think I have a good internal OA&MM perspective as well.

As you might imagine, I bring to this new job some overarching strategies and goals. And certainly those strategies and goals support the underlying principles and objectives of Secretary Principi. First and foremost, we will be effective and efficient procurement and logistics officials, being proactive stewards of the responsibilities and resources entrusted to us. I intend to ensure that our materiel management and contracting personnel possess the requisite technical skills and business acumen necessary to negotiate and award contracts beneficial to our customers; develop sound inventory and materiel management strategies, policies, and initiatives; refine and expand our expertise in the commodities and services that we acquire and the accountability for their proper use; develop and utilize empirical procurement data in order to identify national contracting opportunities as well as to enhance our negotiation position; develop and utilize usage data and clinical outcome data to assure that supply, processing, and distribution functions perform at peak effectiveness; effectively utilize the flexibility of VA's Supply Fund to the advantage of VA and other Federal agency customers; and most certainly to partner with you, our customers, ensuring that we focus on national contracting and material management opportunities in a manner that is most beneficial to you through establishing ongoing dialogue and being part of your advance procurement, material management, and financial assistance planning and development. I fully intend to hold my staff to these attainable goals.

We must balance leveraged contracting with small business and socio-economic considerations, international trade policy, and other seemingly competing objectives. I believe we can accommodate diverse and apparently divergent goals of our acquisitions. I have come to learn that "leveraged procurement" doesn't mean simply leveraging our procurement power to obtain the best possible price. It also means leveraging our procurement power to obtain other important social and economic outcomes. We have worked with our Office of Small and Disadvantaged Business Utilization to develop a coherent approach to utilizing our procurement clout to effect pricing advantages as well as good socio-economic outcomes. We have drafted and are proposing legislation that would increase the effectiveness of subcontracting plans, including counting

subcontracting achievements on parity with prime contract awards. And I am pleased to say that our joint efforts to provide set-aside status for small businesses owned by service-disabled veterans were in part responsible for a newly enacted law providing such set-aside status.

Over the next few editions of the *Acquisition Update*, I will feature one or more of the Office of Acquisition and Materiel Management support offices' programs and services that are available to you, our valued customer. I challenge all in the A&MM professions and our customers to share your ideas, concerns, and comments with my staff and me at [nac@med.va.gov](mailto:nac@med.va.gov). We are always open to suggestions for improvement and new ideas, and we welcome constructive criticism.

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## Chief Logistics Office Corner



### Standardization – Hot to Trot

The Department of Veterans Affairs Medical/Surgical Standardization Program, in conjunction with the National Acquisition Center, recently awarded several new Blanket Purchase Agreements (BPAs) for the following medical/surgical products (V797P-):

- ✓ Disposable Surgical Drapes & Gowns - 2032
- ✓ Environmental Gowns – 2029
- ✓ Hydrocolloid Dressing – 2026
- ✓ Transparent Film Dressing – 2028

The total combined estimated value of these awards is approximately \$3.1 million, with a total combined annual savings of approximately \$1.4 million. **Thank you standardization work group members!**

In fiscal year 2003, our standardized products saved our customers \$24 million. Also, using these contracts can help you reach your Office of Small and Disadvantaged Business Utilization goals. Currently, 36 percent of our standardized contracts are awarded to small businesses.

For a complete listing of awarded BPAs, go to <http://vhacoweb1.cio.med.va.gov/logistics/standards/Logistics.htm>. Stay tuned for our next article on the National Item File implementation and what you can do to prepare.

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# *FSS Contracts Require Central Contractor Registration*

The Federal Supply Schedule (FSS) contracts were modified and solicitations were refreshed to update clause 52.212.4, Contract Terms and Conditions-Commercial Items, which now requires contractors to be registered in the Central Contractor Registration (CCR) database. Federal Acquisition Circular (FAC) 2001-16 required this change with the effective date of October 1, 2003. The following is stated in FAR Part 4:

## *“Subpart 4.11- Central Contractor Registration*

### *4.1100 Scope.*

*This subpart prescribes policies and procedures for requiring contractor registration in the Central Contractor Registration (CCR) database, a part of the Business Partner Network (BPN) to-*  
*(a) Increase visibility of vendor sources (including their geographical locations) for specific supplies and services; and*  
*(b) Establish a common source of vendor data for the Government.”*

FAR Subpart 4.1102 lists exceptions requiring the CCR, including, when the Government-wide commercial purchase card is used as both the purchasing and payment mechanism; classified contracts; deployed contracting officers in the course of military operations, contingency operations, or emergency situations; unusual or compelling needs; awards made to foreign vendors; work performed outside the United States; and micro-purchases that do not use the electronic funds transfer.

A benefit of the new CCR system is one-point of retrieval for vendor information. Vendor information such as, needed data for the Federal Procurement Data System (FPDS) submission, Electronic Funds Transfer (EFT), tax identification numbers, and debar status, can be found in one central location. This saves time for Contracting Officers, and for vendors who can retain company information in one Government system.

Vendors who receive Federal contracts must be registered in the CCR database prior to award, during performance, and through final payment for contracts. A required element of the CCR data is the DUNS number. If a vendor does not have a DUNS number, a request may be made by contacting Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>.

When orders are awarded under FSS contracts, Contracting Officers do not have to re-verify registration because the FSS contract includes the proper FAR clause.

For VA offices, Contracting Officers will follow agency procedures on contractual documents transmitted to the payment office. Because VA is not currently set up to use CCR as its source for EFT data, vendors are required to furnish VA with their EFT data for payment. FAR clause 52.232-34, Payment by Electronic Funds Transfer-Other than Central Contractor Registration, is also in the FSS contracts. This deviation applies to VA only, and an Information Letter will be issued in the near future outlining the policy.

More information about CCR can be obtained from the website at [www.ccr.gov](http://www.ccr.gov). For contract related questions, Darlene McGary may be contacted at (708) 786-5246 or [Darlene.McGary@med.va.gov](mailto:Darlene.McGary@med.va.gov).

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Increase your vocabulary...

### Hebdomadal

Pronunciation: /heb-DA-ma-dal/

adj : meeting or appearing once a week: weekly

### Jejune

Pronunciation: /ji-JOON/

adj : devoid of substance, interest, significance : unsatisfying to the mind

### Pernicious

Pronunciation: /per-NISH-us/

adj : harmful or damaging

### Imbue

Pronunciation: /IM-BOO/

v : inspire

## ***JWOD Corner***

### ***VA Reaffirms its Support of the Javits-Wagner-O'Day (JWOD) Program***

In support of VA's mission "to care for him who shall have borne the battle," the Department fully promotes activities that create jobs for those who are blind or severely disabled. The Javits-Wagner-O'Day (JWOD) program supports our veterans as JWOD provides employment for nearly 40,000 Americans who are blind or have other severe disabilities.

Secretary of Veterans Affairs Anthony J. Principi reaffirmed VA's support for JWOD in a recent memorandum in honor of National Disability Employment Awareness Month (NDEAM). "VA is striving to improve all aspects of our procurement processes, leverage our purchasing power, and measure our effectiveness. JWOD is an integral part of our team, and we appreciate the value their products bring to the Department," said Principi.

VA also got an early start on its NDEAM events in October by hosting its 2nd Annual JWOD Vendor Day at VA headquarters in Washington, DC, on October 7, 2003. Mark Catlett, Principal Deputy Assistant Secretary for Management, provided opening remarks and lead the ribbon cutting ceremony to open the exhibit. Over a dozen JWOD vendors set up exhibits to showcase their products and services, covering everything from document management and facilities maintenance services to office supplies and business cards.

Participating JWOD agencies included Service Disabled Veterans Business; St. Louis Lighthouse for the Blind; Blind Industries and Services of Maryland; Mount Vernon Lee Enterprises; Seattle Lighthouse for the Blind; The Chimes; Delaware Industries for the Blind; ServiceSource; Envision; South Texas Lighthouse for the Blind; and, Susquehanna Association for the Blind. National Industries for the Blind (NIB) and NISH (serving people with a wide range of disabilities) were also included in the exhibits.

### ***JWOD Program Supporters to be Recognized***

The Committee for Purchase from People Who Are Blind or Severely Disabled is soliciting nominations

for the E.R. "Dick" Alley Career Achievement Award. The Alley Award was established in 1998 in honor and recognition of Dick Alley, who provided more than 25 years of dedicated service to the Javits-Wagner-O'Day (JWOD) Program as the Deputy Executive Director of the Committee staff. This is the highest award given by the Committee and is intended to recognize current Federal employees who have provided extraordinary, sustained support for the JWOD Program and its mission of creating employment opportunities for people who are blind or have other severe disabilities. All individuals employed by the Federal Government are eligible to be nominated. The award will be presented at both the NISH and National Industries for the Blind Annual Conferences in 2004.

Nominations, preferably submitted in electronic form, must be received by February 27, 2004. Nomination instructions and forms can be obtained from the Committee's website at [www.jwod.gov](http://www.jwod.gov) or by contacting Stephanie Lesko of the Committee staff at [slesko@jwod.gov](mailto:slesko@jwod.gov) or (703) 603-0036.

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## ***Paradigms of Success***

*By: Howard Swartzman, Acquisition Resources*

As you know by now, I've learned a lot over the past few years watching my sons grow and develop their individual personality and skills.

I have one son who thoroughly enjoyed the sport of hockey from the first day at the rink. However, for the first two years, my youngest son underwent a struggle over whether he really wanted to be out on the ice.

I recall watching him, in full hockey gear, flat on his back in the middle of the rink, making snow-angels while 30 other kids skated around him. Of course, as an astute parent, I began to think that there just might be less than total enthusiasm for the game on his part.

During his first few years, the majority of ice time was spent on teaching only the rudimentary skating skills involved with the game. But advancing to the next level of the sport, at age six, practices became preparatory sessions for real games, and each player was assigned specific positions to play, and provided with clear instruction on how to play that position.

Now in his third year on the ice, his mental and physical positions have undergone a dramatic change. Mentally, his position is far more enthusiastic, and physically his position is, thankfully, more upright than supine.

So exactly what new conditions served to facilitate these changes? I firmly believe he reached an age and skill level that allowed him to understand and act upon responsibilities and expectations when they were clearly conveyed. And perhaps most important of all, the knowledge he gained allowed him to picture the “end game,” the figurative and literal goal. He was able to form a mental picture of success and then duplicate that picture in his physical actions.

It’s not significantly different in our adult lives. As we mature personally and professionally, we are not always provided with the step-by-step instructions that we may have been given when we were young. Often we find ourselves assigned to tasks that seem to be related more to practices or drills than to the real game, more repartition than reward. When coupled with less than a clear picture in our mind on how to accomplish the task, or how the task fits into the overall end game, it can be a most frustrating experience.

When faced with this situation, you have a couple of choices; you can lie down in the middle of your office and make a few snow-angels, or you can recognize that sometimes we are on our own to seek out additional information and training. What ever you decide, remember you are in control...it’s your decision.

So go ahead and make a few snow-angels if you need to; we all understand that from time to time this is part of maturing professionally. But don’t lie on the floor too long, because the other skaters will be out there learning their end game.

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***Do you know...***What to do with your excess PCs, monitors and accompanying supplies? Operation Homelink is a non-profit organization located in the Chicago area that provides free, refurbished computers to families of military personnel deployed overseas. The President has publicly endorsed this program. For more information about Operation Homelink or to request a computer go to [www.operationhomelink.org](http://www.operationhomelink.org).

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## ***Small Business Awards***

**New Endoscope Repair Contract** - A new contract (V797P-4561a) was awarded to Hayes Hand-piece Repair, a small disadvantaged, (8a) certified, disabled veteran, HUBZone business, for equipment maintenance and repair of flexible and rigid endoscopes. The contract is effective November 1, 2003 through October 31, 2008. Contact Babafemi Littlejohn at [Babafemi.Littlejohn@med.va.gov](mailto:Babafemi.Littlejohn@med.va.gov) or (708) 786-5129 for more information.

**Dental Products** - A new FSS contract was awarded November 15, 2003, to a small business, Discus Dental, Inc. (V797P-3970k) for dental equipment and supplies. The products serve a wide variety of supply needs for dental laboratories and clinics that include orthodontic, periodontal, and surgical applications. Negotiated discounts range from 13-67 percent below commercial list price. Contact Jim Kalinski at (708) 786-5177 or [James.Kalinski@med.va.gov](mailto:James.Kalinski@med.va.gov) for more information.

**Patient & Employee Safety Products Awarded** - Effective November 11, 2003 through October 31, 2008, an award (V797P-4562A) was made to Sandel Medical Instruments, a small business under the Medical Equipment and Supplies Schedule. The contract encompasses a variety of patient and employee safety devices that include safety scalpels, non-rolling skin markers, and a kit that helps prevent surgical instruments from falling out of the sterile field during surgery. Contact Paul Skalman at (708) 786-5247 or [Paul.Skalman@med.va.gov](mailto:Paul.Skalman@med.va.gov) for additional information.

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### ***Did you ever wonder...?***

- Why do golf balls have dimples?

Because the dimples maximize the distance golf balls travel. Dimpled balls travel up to four times farther than smooth-surfaced golf balls.

- Why are stoplights red, yellow and green?

Stoplights are red, yellow, and green, because traffic officials, early on copied the code system railroad engineers devised for track systems controlling the trains.

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# VA Partnership Enhances Service to Vets

By: Jeff Luginbuel, Public Affairs Officer

Visually impaired veterans worldwide and Veterans Healthcare Administration (VHA) alike reap the benefits of an interagency partnership.

The agreement, between Department of Veterans Affairs (VA) Office of Acquisition and Materiel Management's Denver Distribution Center (DDC) and the Department's Blind Rehabilitation Services (BRS), paves the way in adding several new commodity line items to the Center's Aids for the Visually Impaired Contract, which went into effect September 1, 2003.

"It's a win-win situation for everyone involved," said Jim Sandman, Executive Director, DDC. "Our nation's veterans will have access to additional world class visually impaired products and VA clinicians will have the opportunity to purchase those products at a reasonable price, which in the long run, is a substantial saving in tax dollars." Add to that, DDC ships the products directly to the veterans, thereby decreasing wait times and workload at VA clinics.

According to DDC's Executive Director, the Center is a champion in the "best value" procurement process. "Best value" is the expected outcome of an acquisition that, in the Government's estimation, provides the greatest overall benefit in response to the requirement. "Bottom line, DDC procures a good quality product at a very competitive price," said Sandman.

Sandman feels that in this day of tight budgetary constraints within VA, the new partnership between DDC and BRS frees up badly needed monies to assist other areas at VHA. The partnership between the two VA entities has been in the development stage since June 2002.

"It began by inviting several representatives from the BRS community to the Denver Center for a brainstorming session," said Sandman. "The group discussed the current products DDC was offering BRS and if they were meeting the needs of veterans. In addition, we surveyed potential new products to be carried by the Center that would enhance the service to veterans and clinics, alike." The

Executive Director said the DDC is looking forward to adding additional blind rehabilitation products to its inventory in the future.

In addition to serving the BRS with "best value" pricing, the Center serves a veteran population of over 850,000 worldwide; VA Audiology and Speech Pathology Service; VA Prosthetic and Sensory Aids Service; other VA services; and other Government agencies with quality products and services.

The following chart demonstrates an average savings to VHA:

Commodity	Retail Cost (Each) (Avg)	DDC Cost (Each)	Savings
Liquid Level Indicators	\$10.95	\$5.92	\$5.03
Signature Guides	\$0.50	\$0.18	\$0.32
Mini-cassette Recorders	\$69.95	\$53.75	\$16.20
Desktop Recorders	\$39.95	\$30.28	\$9.67
Headphones	\$9.95	\$6.24	\$3.71
Talking Calculators (English & Spanish)	\$12.95	\$8.90	\$4.05
Magnifiers & Attachments	\$29.95	\$23.60	\$6.35
Lamp-luxo Combos	\$224.95	\$193.46	\$31.49
Check Writing Guide	\$11.95	\$10.70	\$1.25
Compass-Braille	\$47.95	\$38.66	\$9.29

The DDC is VA's distribution point for hearing aids, hearing aid batteries, prosthetic socks, aids for the blind, and orthotic soft goods. In addition, the distribution center is the sole hearing aid repair facility within VA. Call (303) 914-5145, or drop by the VA Building at 155 Van Gordon in Lakewood, Colorado, for more information.

*"Patience and perseverance have a magical effect before which difficulties disappear and obstacles vanish."*

*- John Quincy Adams*

# New FSS and National Contract Awards

Listed below are some recently awarded contracts. For complete information, go to [www.va.gov/oamm/nac](http://www.va.gov/oamm/nac).

## Federal Supply Schedules

### 621 I

Professional Medical Healthcare Services	Contract# V797P-	Business Size
RehabPlus Staffing Group	4563A	Small
Gray Personnel, Inc.	4564A	Small
Rapid Temps Inc.	4566A	Large
Nursing Resource Sol.	4567A	Small
Saratoga Medical Center	4568A	Small
Global Source Healthcare	4569A	Large
TeamStaff Rx, Inc.	4570A	Large
American Healthcare Svcs.	4575A	Small
CareStaf of Kansas City	4583A	Small
Reliable Healthcare Svcs.	4586A	Small
RN Network, Inc.	4572A	Large
Tech Net Medical, LLC	4571A	Small
Add-A-Tech, Inc.	4578A	Small
XRT LLC	4580A	Small
QS Nurses Corp Mgmt Svcs dba q Shift Travel Nurses	4587A	Small

### 65 II A

Medical Equipment and Supplies	Contract# V797P-	Business Size
Tech-Optics International	4541A	Small
Aztec Heart, Inc.	4559A	Small
Plum Enterprises, Inc.	4574A	Small
Datex Ohmeda, Spacelabs Medical Division	4343A	Large
Spirometrics Medical Equipment Company	4576A	Small
Baron Health Care Services of America, Inc.	4565A	Small
Xintec Corporation dba Convergent Laser Technology	4573A	Small
Buffao Supply Inc.	4582A	Small
Ellman International, Inc.	4588A	Small
Circulator Boot Corp.	4577A	Small
SONOSITE, INC.	4529A	Small
Intensa, Inc.	4560A	Small
ZOLL Medical Corp.	4549A	Large

### 65 II C

Dental Supplies	Contract # V797P-	Business Size
Discus Dental, Inc.	3971K	Small
L.A.K. Enterprises, Inc.	3973K	Small
Dentsply Caulk	3972K	Large
Aseptico, Inc.	3975K	Small
Westar Medical Products	3976K	Small

**66 III** Contract # Business  
Cost-Per-Test V797P- Size

None

65 Part 1B Pharmaceuticals	Contract # V797P-	Business Size
Paddock Laboratories	5594X	Small
Sankyo Pharma	5597X	Large
Bioglan Pharmaceuticals	5596X	Large
Celltech Pharmaceuticals	5593X	Large
Purdue Pharm Products	0317E	Large
Warner Lambert Co.	5600X	Large
Genentech, Inc.	5598X	Large
Wexford Labs, Inc.	5602X	Small
VersaPharm Inc.	5603X	Small
Pharmaceutical Assoc.	5599X	Small
Vesta Pharmaceuticals	5607X	Small
QOL Medical	5610X	Small
ESP Pharma, Inc.	5609X	Small
Pharmakon Labs, Inc.	5605X	Small
Krasity's Medical & Surgical Supply, Inc.	5606X	Small
MGI Pharma, Inc.	5604X	Small

### 65 Part VII

**Invitro Diagnostics/ Reagents** Contract# Business Size  
V797P-

None

**65IIF** Contract # Business  
**Patient Mobility Devices** V797P- Size  
(Including wheelchairs, scooters, walkers, etc.)

ALC, Inc. 3970K Small

**65 VA** Contract # Business  
**X-Ray Equip/Supplies** V797P- Size

None

## National Contracts

**Pharmaceutical Items: Product** Contract # Business Size  
V797P-

Bosentan (Tracleer) Tab 9111 Large

IV Solutions and Admin Sets 9112 Large

Oral Fluoroquinolone Tablets 9115 Large

### Medical/Surgical Prime Vendor:

None

**Blanket Purchase Agreements:**

<b>Product</b>	<b>Contract #</b> <b>VANAC-90NP1</b> <b>V797P-</b>	<b>Business</b> <b>Size</b>
Catherization Set, w/o Catheter	2031	Small
Shoe Covers-Environ	2034	Small
Shoe Covers-PPE	2038	Large
Hypo/Hyperthermia Blanket	2039	Small
Gowns, Environmental Personal Protection Gown	2029 2032	Small Large
Bandages (Band-aid type)	2033	Small
Surgical Scrub Brush/Sponge	2036	Small
Nebulizers (Hand-held, Small Volume)	2037	Large

For additional information, contact Karen Law at (708) 786-4985 or [Karen.Law@med.va.gov](mailto:Karen.Law@med.va.gov).

<b>Prosthetic Item</b> <b>Product</b>	<b>Contract #</b> <b>V797P-</b>	<b>Business</b> <b>Size</b>
Pacemakers, ICD	9113	Large
Blood Pressure Monitors	9108	Large

For additional information, contact Patty Benson at (708) 786-5253 or [Patricia.Benson@med.va.gov](mailto:Patricia.Benson@med.va.gov).

<b>Direct Delivery:</b> <b>X-Ray</b>	<b>Contract #</b> <b>V797P-</b>	<b>Business</b> <b>Size</b>
Aloka Company	6986A	Large

**CT/MRI**

None

**Laundry Equipment**

None

**PACS**

None

**Nuclear Medicine**

None

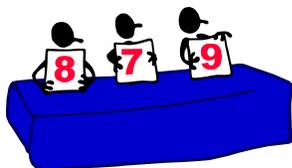
**Radiation Therapy**

Siemens Medical	6984A	Large
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**Replacement Glassware**

GE	6977A	Large
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For additional information, contact Pat McKay at (708) 786-5251 or [Patricia.McKay@med.va.gov](mailto:Patricia.McKay@med.va.gov).



Please take a minute and tell us how we're doing...

The *Acquisition Update* newsletter has been in publication since February 2002, and although your feedback has been encouraged, we think it is time to formally ask for your opinion. It would be appreciated if you, the reader, would take a minute and complete the following short survey. You may fax this page back to (708) 786-5148, or email your response to [nac@med.va.gov](mailto:nac@med.va.gov). Thank you.

1. Have you found this newsletter to be helpful in doing your job?  
Yes \_\_\_\_ (5) No \_\_\_\_ (0)

2. Is the newsletter easy to read?  
Yes \_\_\_\_ (5) No \_\_\_\_ (0)

3. Does the newsletter cover topics relevant to your job?  
Yes \_\_\_\_ (5) No \_\_\_\_ (0)

If not, what topics would you like to have covered?

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4. What future topics would you like to have included?

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5. Are there other services within your organization that should or would like to receive this newsletter?

Yes \_\_\_\_ No \_\_\_\_

If yes, identify mail group(s) \_\_\_\_\_

Optional:

Name: \_\_\_\_\_

Facility: \_\_\_\_\_