

OA&L Monthly Conference Call  
Wednesday, October 24, 2007

1. Great Appreciation to VA's Logistic Champions – Jesse Beaman

I would like to take this opportunity to thank those of you who provided submissions to the Louis P. Nangeroni Award for Excellence in Logistics. This award was developed to recognize champions among our fellow logisticians and their facilities for noteworthy improvements in the fields of property management, materiel management and materiel handling. This award is in its third year and serves as a forum to honor outstanding individual and group accomplishments. This year we received nominations from 5 groups and 4 individuals for a total of 9 submissions. The winner or winners will be nationally recognized and their award winning, innovative efforts and successes will be showcased department-wide. Although the selection committee is currently evaluating the nominations, I believe it is going to be very difficult in selecting a winner, as I read all 9 submissions and they are all very good. I find it hard to pick one over another. I'm glad that there is a selection committee for this very difficult task. Again, let me thank those of you who took the time out of their very busy schedules to provide submissions for themselves and their employees. As soon as the selection committee makes their selection we will announce the winner.

2. Warehouse Training Requirements – Chris Joseph

Now that the new fiscal year has begun, it is now time to set up your training schedule for the year. A great tool in achieving compliance with the training requirements of material handling staff is the Material Handlers Training Guide (TG 90-1).

The guide covers everything from receiving, shipping, distribution, safety, security, and lots more. The Office of Acquisition and Logistics recommends that the guide be divided into sections and a section or two be reviewed at your regularly scheduled staff meeting. In addition, incorporate into your annual training your local facility requirements, infection control, hazardous material handling, ergonomics, and when necessary, renewal of certification for the use of industrial handling equipment (remember personnel who operate this equipment must be certified every three years).

Training records of warehouse personnel must be maintained in the supervisor's office. Training records must include the subject of the training, the instructor, length of the course, and a synopsis of the course material. A copy of the signed attendance sheet must also be included in each employee's training folder.

3. Report of Survey – Nelson Gonzalez

Reports of Survey are required to be initiated for loss, damage, or destruction of government property in accordance with VA Handbook 7125, Part 5. A board of survey or surveying official will be appointed by the approving authority to review and

investigate the circumstances surrounding the loss, damage, or destruction of property and to submit in writing findings and recommendations made as a result of the investigation, clearly describing and cross-referencing all evidence.

A board of survey is required when the value of the property involved or estimated cost of repairs is \$5,000 or more and in cases where the possibility of disciplinary action or pecuniary liability exists. A board of survey consists of three impartial individuals who are not charged with responsibility for the property in question. The board may be comprised of individuals from a standing list of officials or the board and alternates may be permanently appointed. The board of survey determines the method and extent of the investigation. Property involved in the Report of Survey will not be disposed of prior to completion of the board's investigation except when the board determines it is no longer needed for investigative purposes or when it presents a hazard to health or other property. The board will agree on the findings and recommendations made as a result of the investigation. The majority opinion will be the recommendation, but the minority opinion will also be presented for review by the approving authority. At the conclusion of the investigation, the board will document its findings and recommendations on the Report of Survey form and forward the complete package to the approving authority for review. The approving authority may approve or disapprove the board's findings and recommendations or request further investigation or reconsideration by the board. The board may refer the Report of Survey package to the approving authority if the facts support more extensive investigation. Approving authorities are specified in VA Handbook 7125.5101-6. Referral to a higher authority may occur if the approving authority and the board cannot reach a decision or if a reversal of the board's decision would result in pecuniary liability.

#### Questions on this Topic:

Q. What if the Approving Authority forwards the Board recommendations to a higher authority for review?

A. This may happen when the Board and Approving Authority cannot come to agreement or when a reversal of the recommendation would result in a pecuniary liability. Normally, there would be a channel for communication providing a period of clarification of the issues and concerns between the Approving Authority and the Board. The Approving Authority would not normally forward the Board's recommendation to a higher authority unless there is something inherently wrong with the process.

Q. At what point does the Approving Authority contact/consult with VA police?

A. The police are involved regardless of whether or not the Approving Authority or the Board asks. The VA police are normally notified by the initiator of the ROS and the completed VA Form 1393, Uniform Offense Report, which becomes part of the ROS. The board may or may not have further contact with the police. The police are involved in the early phase of the fact finding process (when requested by the board). There

may be slightly different police policies from one facility to another, as such; their interactions with the Board/Approving Authority may vary.

#### 4. Ethics Reminder – Derek Underwood

On October 3, 2007, Paul Denett, the Administrator of the Office of Federal Procurement Policy (OFPP), issued a new memorandum promulgating an Office of Government Ethics (OGE) Brochure on Ethics and Procurement Integrity. Mr. Denett's memo reminds us that we must remain vigilant in efforts to protect the integrity of the procurement process. In particular, the memo notes that that we must guard against conflicts of interest and other improper conduct which can deprive the taxpayer of the best value goods and services that we work so hard to provide. The OGE brochure is helpful in identifying ethics issues that can arise in the procurement process and may be particularly helpful to personnel whom may not have extensive acquisition training yet and perform acquisition functions such as contracting officer's technical representatives or program managers. In addition, the Federal Acquisition Regulation (FAR) already includes guidance on standards of conduct and procurement integrity. As specified in FAR Part 3, government business must be conducted in a manner that is above reproach and, except as authorized by statute or regulation, with complete impartiality and with preferential treatment for none. Transactions relating to the expenditure of public funds require the highest degree of public trust and an impeccable standard of conduct. The general rule is to avoid strictly any conflict of interest or even the appearance of a conflict of interest in government-contractor relationships. No government employee may solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or anything of monetary value from anyone who has or is seeking to obtain government business with the employee's agency, who conducts activities that are regulated by the employee's agency, or who has interests that may be substantially affected by the performance or nonperformance of the employee's official duties. Certain limited exceptions are authorized. Your official conduct must be such that you would welcome full public disclosure of your actions. Only the Designated Agency Ethics Official (DAEO) is authorized to provide official ethics advice. For field stations, the DAEO is the Servicing Regional Counsel. For VACO activities, the DAEO is the Office of the General Counsel (023).

For more information about ethics, you may visit the Office of Government Ethics' (OGE) web site at <http://www.usoge.gov>. The OGE Brochure on Ethics and Procurement Integrity is also available on OGE's website at: [http://www.usoge.gov/pages/forms\\_pubs\\_otherdocs/fpo\\_files/booklets/bkprocurementintegrity\\_07.pdf](http://www.usoge.gov/pages/forms_pubs_otherdocs/fpo_files/booklets/bkprocurementintegrity_07.pdf).

#### 5. New Professional and Allied Healthcare Staffing Award – Marty Christensen

The National Acquisition Center Federal Supply Schedule Service recently made an award under the 621 I Professional and Allied Healthcare Staffing Services Schedule to

Joy Medical Group, LLC, which is a service disabled veteran-owned (SDVO) small business company with 2 years of experience in providing temporary staffing services for RNs, LPNs and physical therapists in the states of Nebraska, Iowa and South Dakota. As an SDVO company, Joy Medical Group, LLC meets the mission of Public Law 109-461 and VAAR 813.202 in promoting SDVO businesses.

#### 6. Obtaining Proof of Delivery - Jerome Riendeau (Fargo ND VAM/ROC)

Proof of Delivery is critical to all Materiel Management Services and the only legal recourse we have to holding a freight hauler accountable and recovering the dollar value of any items damaged or lost by the freight company.

The Materiel Handlers Training Guide does a nice job clearly identifying both the Materiel Handlers and freight haulers responsibilities at the time of delivery.

Part II Chapter 1, 1-03. 2, Inspection Procedures states "shipping invoices, bills of lading or other documents showing evidence of goods carried by the carrier are checked against the goods at the time of delivery for ownership, piece count, condition."

Part II Chapter 1, 1-03.3, (e) Receipt Procedures states "when a shortage, deficiency or damage is discovered, a detailed description must be written on all copies of the freight bill and signed by both the freight hauler and the materiel handler."

(g) States (Consignee' copy of the shipping document is obtained from the carrier's driver at the time of receipt and must include the materiel handler's signature.

On occasion, freight drivers have attempted to make delivery without proof of shipment, most recently the freight hauler was UPS.

I advised the UPS driver of the industry standards and VA regulations and legal requirements for OSD require proof of delivery at the time of delivery with all the correct annotations, dates and signatures and that I was unwilling to accept the shipment without a proof of delivery.

After I refused the shipment, I called the region manager for UPS and advised him that all freight handlers provide proof of delivery at the time of delivery, covered the legal requirements for claim filing, and VA regulations. The region manager acknowledged proof of delivery as an industry standard for the transportation industry and stated that the shipment would be out later in the day with the proof of delivery.

If we neglect to follow regulation with this Materiel Management discipline, we are failing to be accountable and we will soon lose Veterans Administration money. Some may question shipment refusal and declare the need for the items on the shipment. Most items (no items) that are emergent will be over the road truck, or UPS and we also will have all kinds of capabilities to get an item delivered just in, if necessary.