

Consolidated VA Acquisition and Logistics Conference Call

11:00 am Eastern – April 23, 2008

Call-In Number: 1-800-767-1750 (Access #: 15958)

VACO – Room 742

Moderator: Robert McKenna

Logistics Policy Issues

Introduction: Associate Deputy Assistant Secretary for Acquisition and Logistics Programs and Policies (Maurice Stewart) – Robert McKenna

1. GSA's Amendment to FMR (Federal Asset Sales) – Virginia Boyett
2. Withdrawal of Property after Awarded to Bidder – James Teal
3. TV Disposal Procedures – Virginia Boyett
4. Logistics Transformation Study Update – Chris Joseph
5. Warehouse Training Reminder – TG 90-1 – Chris Joseph
6. When may a scheduled EIL be changed? – James Teal
7. New IT Menu Added to AEMS/MERS

Acquisition Policy Issues

1. NAC – Revised Direct Delivery Consolidated Timeline – Eric Lee

***Next VA Consolidated Acquisition and Logistics Conference Call –
Wednesday – May 28, 2008 (11:00 – 12:00)
Same Call-In Number and Access Code***

GSA Amendment to FMR (Federal Asset Sales)

GSA is amending the Federal Management Regulation (FMR) Part 102-38 by adding provisions for the sale of personal property through Federal Asset Sales (eFAS) Sales Centers. VA is one of the agencies tasked by the Office of Management and Budget (OMB) to comply with this rule by April 17, 2008. VA has selected GSA as its Sales Center and is in compliance with this initiative. Section 102-38.360 has been rewritten to emphasize that agencies able to identify more effective sales solutions may submit a waiver to the eFAS Planning Office. GSA may grant temporary waivers until either the sales solutions are approved as Sales Centers or the agencies migrate to an approved Sales Center. Comments received by GSA were incorporated into the rewrite or had no bearing on it. For questions regarding this final rule, please contact Mr. Robert Holcombe of GSA at 202-501-3828 or at robert.holcombe@gsa.gov. VA Notice 08-1 titled Asset Sales Within the Department of Veterans Affairs was disseminated to the field in February 2008 and addresses this issue in more depth.

Are there any questions? Thank you.

(V. Boyett – 461-6907)

Withdrawal of Property from GSA

Prior to December 16, 2007 clause 22 of the SF 114C, "sale terms and conditions", that is referenced on GSA's Auction website, stated that the Federal government reserved the right to withdraw property, even items which had been sold to a bidder, as long as the item was still under the control of the government. Now, this is not the case. If the government (in this case GSA) has sold an item to a bidder (even if it is still in the direct control of the Federal government) it cannot withdraw the item from the bidder. This would in fact be perceived as a breach of contract and make the Federal government possibly liable for this potential breach in an established contract. So, in effect, each facility needs to do its due diligence in making sure that all property that has been turned-in to property management is in fact no longer needed by any source at their facility prior to reporting it into AAMS/GSAXcess. In addition, if it is an exchange sale item and your facility is purchasing a replacement piece of equipment, make sure that contracting has not sent out a contract for bid that is trading-in the turned-in item over to a vendor, before you report it to GSA.

(J. Teal – 461-6889)

TV Disposal Procedures

Unlike the private sector, the Federal Government has an obligation to dispose of hazardous materials in an environmentally responsible manner. Small TV's with CRTs can have 5 lbs of hazardous lead in them. In fact, most TVs have a variety of hazardous elements along with the lead that can leech into the ground or ground water if disposed of improperly, that can cause health problems for generations to come. As property managers in VA, we have the ability to take proper action in the disposal of TV's, computers and other electronic equipment. Because states and local municipalities have different rules and regulations, you need to contact them and find out the proper procedures for disposing of such scrap electronics for governmental entities. To further assist you, OA&L established a recycling MOA with UNICOR for our electronic recycling needs for the entire VA to include recycling of TV's and other types of electronic equipment. The key word here is "scrap" electronics.

As property managers, you need to determine if such electronics are still useful in VA and to the Federal community. In some cases, equipment that has been determined as obsolete may still be needed for parts for the same equipment being used elsewhere. That is why property items condition-coded, as salvage are still reportable to GSA. If an electronic piece of equipment is truly "scrap" then the last option for disposal is recycling. The MOA with UNICOR is not mandatory because you may have a local, more cost effective, appropriate, recycler available. Be aware that OA&L has conducted a due-diligent effort to ensure UNICOR meets requirements by EPA and OSHA for recycling of electronics. If you have a local recycler, you will also have to conduct a thorough due-diligent audit of that recycler. In determining which is more cost effective--using UNICOR or a local recycler--you need to consider transportation costs. Please keep in mind that UNICOR does not charge for their recycling program. In addition, in some cases, depending on your locality, UNICOR may provide free pickup service. You should contact your nearest UNICOR center to see if they provide free transportation for your area.

Any questions?

(F. Martinez – 461-6982)

Logistics Transformation Study

As we have been reporting on these conference calls, Price Waterhouse Coopers (PwC) is the contractor for the Logistics Transformation Study, which is already in progress.

The current phase of site visits, which began the week of March 24, is for PwC to conduct interviews and collect data. Remember, this is not an audit or inspection of any kind, only a fact-finding mission. The Office of Acquisition and Logistics ask those of you who are visited to give PwC staff your full cooperation. Those sites, which already have been visited, OA&L thanks you for the cooperation and hospitality you extended the PwC staff members.

We will continue to update you on the progress of the study and OA&L welcomes feedback from any of the sites visited.

(C. Joseph 461-6904)

Warehouse Training Requirements

Now that we are half-way through the fiscal, OA&L hopes that you have begun your annual training for warehouse personnel. Remember, 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 (OA&L) 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.

The TG 90-1 is once again available at the forms depot. It can be ordered through your forms clerk. The form number for ordering is P94258.

(C. Joseph 461-6904)

Changing the Due date of an EIL Physical Inventory

A question arose from the field a couple of days ago regarding the interpretation of policy as far as changing the due date of an EIL physical inventory. The question indicated that some facilities believed they had the authority to change a date for an inventory by extending the due date beyond its scheduled time frame in order to then conduct the inventory at a later time and that new time would then become the established due date. Let me provide an example ... lets say that an EIL inventory is due in April, and the facility wished to have the new date to be sometime in August. This would be almost four months beyond the already established date in April. With current policy, the only way that this could be done is for the April inventory to be completed as scheduled and then, the service would do another inventory again in August – thereby changing their original due date from April 2009 to August 2009. Hopefully, this is clear to everyone. In OA&L's rewrite of 7127, we are going to provide reasons for changing an existing due date to another time frame; but, as current policy reads and currently exists, the aforementioned example is the only way to change an EIL scheduled due date for inventory purposes.

(J. Teal – 461-6889)

New IT Menu added to AEMS/MERS

For the past several months the Management Enrollment Financial Systems Team, a subgroup of the Veterans Health Information Technology Program Office, has been developing a patch to AEMS/MERS which will allow the IT folks to make changes in AEMS/MERS and run off a form that may be used as a Hand Receipt. These changes will assist everyone, both IT and Property Management, in complying with the recommendations made as a result of the GAO audit conducted last year on the Control and Inventorying of IT Equipment. The IT menu is specific to IT and will allow them to make such changes as location, view a file for a specific item, update the space file, and run off barcode labels. In addition, IT will be able to enter individual responsibility for all mobile items (i.e. laptops, PDAs, Blackberries, and cell phones). The system will enable IT to run off a Hand Receipt and provide a copy to the individual asset owner who has received the item for use. This form that can be printed out of AEMS/MERS may be used as a VA Form 0887a or b, Loan Form (a is for Employee use and b is for contractor use) which will be coming out for use VA-wide in the very near future. These changes to AEMS/MERS were necessary in order to comply with the GAO requirements, and until VA has a new Enterprise solution to our existing property management system such as MAXIMO. A conference call has been established at various times and dates throughout the month of May for the specific purpose of asking questions regarding the use of this patch. Please contact your local IT office for the times and scheduled dates of these conference calls. The local property management section at each facility needs to be involved in these discussions regarding the implementation of this new patch.

(J. Teal – 461-6889)

Date: April 21, 2008

From: Executive Director, VA IT Field Operations (OOSOPI)

Subj: IT Equipment Tracking AEMS/MERS (Engineering) patch, EN*7*87

To: VA IT Field Operations Regional Directors (0050P1)

VISN and Facility Chief Information Officers (0050P1)

In support of the IT Inventory Control Initiative, the IT Equipment Tracking **AEMS/MERS (Engineering) patch, EN*7*87**, will be nationally released the first week of May 2008.

a. This patch supports the tracking and assignment of responsibility for sensitive information technology (IT) equipment. The patch adds a new top-level menu and an edit option for IT personnel to view and update IT equipment inventory items tracked in AEMS/MERS. Additionally, it enables IT staff to assign responsibility for tracked IT equipment to individuals and allows individuals to sign electronic hand receipts for the assigned equipment. The hand receipts printed from the system also serve as a loan form which has previously been known as a property pass. The impacted users are IT staff, individuals that are assigned responsibility for IT equipment, Personal Property Management staff, and Engineering staff.

b. This patch should take less than 10 minutes to install. Afterwards, IRMs will need to assign users to the two new mail groups, allocate two new security keys, and assign the new menus to appropriate individuals. The Engineering User Manual has been updated to include the new functionality. No training is planned.

c. The IT Inventory Control Tiger Team will conduct a series of forums for field personnel to answer questions related to the use of this patch. These question and answer sessions will be conducted as follows (the VANTS passcode for these sessions will be posted to the IT Inventory Control Knowledge Center: <http://vaww.itfo.va.gov/sites/itinventorvcontrol/default.aspx>)

- Monday, May 5, 2008 (12:30-1:30 EDT)
- Thursday, May 8, 2008 (3:30-4:30 EDT)
- Monday May 19, 2008 (12:30-1:30 EDT)
- Thursday May 22, 2008 (3:30-4:30 EDT)

2. The IT Inventory Control Requirements are being finalized for incorporation into VA Directive and Handbook 7002, which is being developed by OA&L to replace VA Directive/Handbook 7125 and VA Directive/Handbook 7127.

3. Until the release of VA Directive/Handbook 7002, the requirements in Attachment A apply.

Ray Sullivali

Revised March 2008 Direct Delivery Consolidation Timeline

Customer requisitions for the March 2008 Consolidated Bulk Buy were due into Direct Delivery on March 3rd. All requisition benchmarks received were posted to equipment vendors on March 19th. Vendor offers will be due into Direct Delivery by April 28th and will be forwarded to VISN Chief Logistic Officers for evaluation and selection by April 30th. All customer selections with justifications will be due into Direct Delivery by May 21st and all delivery orders are anticipated to be awarded and issued on or before June 18th.

Although not preferred and cautiously granted, schedule adjustments may occur for legitimate requests made by customer, vendor and/or the National Acquisition Center. Whenever an adjustment occurs, Peggy Thames (VACO/10F) will be promptly provided a revised timeline schedule for dissemination to field activities.

(Eric Lee)