

Consolidated VA Acquisition and Logistics Conference Call

11:00 am Eastern – Aug. 27, 2008

**Call-In Number: 1-800-767-1750 (Access #: 15958)
VACO – Room 742**

Moderator: Freddie Martinez

Logistics Policy Issues

1. Release of X-Ray Film Shipments – (Bill Bardwell)
2. Naming Standards for FedEx Accounts – (Bill Bardwell)
3. Providing EILs In Advance to Custodial Officers – (James Teal)
4. Strategic Sourcing Education and Training – (Nelson Gonzalez)
5. Accountability Threshold – (Virginia Boyett)

Acquisition Policy Issues

1. September 2007 – Consolidated Savings – (Eric Lee)
2. Professional and Allied Healthcare Staffing Award Made – (Kendra Kozak)
3. Nominations for the Acquisitions Fellows Program – (Jesse Beaman)

Next:

***VA Consolidated Acquisition and Logistics Conference Call
Wednesday – Sept. 24, 2008 (11:00 – 12:00)
Same Call-In Number and Access Code***

Release of X-ray Film Shipments

1. The shipment of x-ray film to Hines will be resumed September 24. There is currently a backlog of shipments waiting to be transported to Hines. Once this backlog has been cleared requests for new shipments will be accepted, but not before Sept 24.
2. Hines has a limited secure storage area for X-ray film. Inbound x-ray film shipments will be controlled to prevent exceeding this storage capacity. Hines will attempt to maintain a one truckload per week outbound shipment schedule to the recycler to maintain availability of secure storage for receiving new shipments for consolidation. If the recycler can process additional loads in a week, Hines may release another load to the recycler.
3. Please, do not submit a new VA Form 134a for a new X-ray film shipment until Sept 24.
4. Those of you who have requests already on file are part of the current backlog and will have those shipments conducted very shortly. These shipments must be released on a controlled schedule to prevent exceeding the x-ray film secure storage capacity at Hines.

(Bill Bardwell)

Naming Standards for Small Package Express and Ground Delivery Accounts

All VA FedEx account information can be updated by calling the FedEx Government Invoicing Hotline Assistant at 800 645-9424 or by entering the FedEx.com web site. See #5 below for specific authentication/ validation requirements that must be met before your account may be updated.

1. All FedEx accounts must have an account name that complies with the format below. A FedEx account may be used for express and ground deliveries. The rates are determined by the specific **delivery service** requested.

Please update the **account name** and the **name and phone number of the VA contact person responsible for monitoring/managing the account**.

Account Name format for an Express or Ground account:

Administration / Center

VA VHA or VBA or NCA or VACO Station Number Account Owner Express

There are just 30 characters for a name. Use Abbreviations that are meaningful.

It is the "Company Name" or Shipper Name" you are updating.

Examples:

- VAVBA329 Supt Svcs 24 Ex
- VAVBA329 Supt Svcs 24 Gnd
- VAVHA437 Prosthetics 121 Ex
- VAVHA437 Prosthetics 121 Gnd
- VAVHA521 Audiology Ex
- VAVHA659 Laboratory 113 Ex
- VAVHA659 Hickory CBOC Ex
- VAVHA673 Pharmacy 119 Ex
- VAVHA673 Outpatnt Pharm 119 Ex
- VAVHA500 AMMS 90 Ex
- VAVHA500 Canteen Gnd
- VANCA789 Director Ex
- VAVACO101OA&L 049 Ex
- VAVHANetwork 19 Dir Exp

2. The VA Austin Finance Center prefers that all FedEx accounts have an obligation number linked to them. Austin has difficulty paying FedEx invoices unless account owners identify an obligation for the account number. When linked, the FedEx account number and the obligation number will appear on each invoice. Use Task Order QPN BQT 06. BPA performance has been extended through September 30, 2009.

Providing EILs In Advance to Custodial Officers

VA Handbook 7127, Part 4, 5. 5302.3 c., states that when an EIL is due the custodial officer will be notified (either by e-mail or memo) explaining their requirements to complete an inventory within 10 days (if it is below 100 items) and 20 days (if it is 100 items or above). The e-mail or memo will provide instructions to the Custodial Officer as to what their responsibilities are regarding the inventory process. Some folks in the field were looking at the time frame requirements as etched in stone and that there was no leeway on this subject at all; however, that is not the case now with the early release of VA Directive/Handbook 7002. The requirement is now 15 days for an EIL below 100 items and is still 20 days for EILs with 100 items or greater; but, with one large caveat now stated in policy which is that Logistics may provide an advance copy of an EIL to a service in order for them to start early on their inventory. This is really an important point especially for the EILs that have 1,000s of items on them such as IT and possibly others. The ability for Logistics to provide an advance copy will greatly assist the EIL Custodial Officer in completing their EIL in a realistic time frame.

(James Teal)

Strategic Sourcing Education and Training

Are you a procurement analyst, contracting officer, purchasing agent, or supply chain manager? Many of you have heard of the term Strategic Sourcing but wondered how it was related to supply chain management and the acquisition community? Wonder no more, the Defense Acquisition University (DAU) has created two specialized courses *CLC 108, Strategic Sourcing Overview*; *CLC 110, Spend Analysis* that provide students with the basic concepts and techniques for helping organizations make the shift from tactical to strategic purchasing. The DAU courses are designed as entry-level courses for logistics professionals. There is no charge for the courses but you must register in order to receive credit. Please visit <https://www.atrrs.army.mil/channels/faitas/student/logon.aspx?caller=1> and register for these courses. Upon completion, please present certificates to your supervisors and training managers to ensure you receive credit and that the training is properly documented on your records. Are there any questions regarding this issue at this time?

(Nelson A. Gonzalez)

Accountability Threshold

The VA Department level accountability threshold for nonexpendable property is \$5,000. Accountable personal property with an acquisition value of \$5,000 or greater and property that is of a sensitive nature regardless of acquisition cost are required to be maintained in an automated equipment inventory system (currently AEMS/MERS), listed on an Equipment Inventory Listing (EIL), and inventoried annually. Reference VA Handbook 7002, Part 8, Paragraphs 3. and 5.a. The accountability threshold of \$5,000 was established back in the 1990s based on the determination from a financial perspective that the manpower required to monitor items with an acquisition cost below \$5000 offset the benefit of tracking these items.

However, each of our administrations is allowed to establish policies that further restrict the VA national policies. VHA has elected to require that all items classified as nonexpendable will be inventoried annually and maintained on an EIL or Non-EIL.

(Virginia Boyett)

September 2007 Consolidation Savings

The National Contract Service's Direct Delivery Branch completed processing 521 line items in its September FY 2007 consolidated requisition bulk buy for high tech medical equipment. After 72 cancellations and/or withdrawals due to customer requests, delivery order sales totaled \$161,848,765. The consolidated customer savings realized amounted to \$18,817,664 or 10.4 percent.

(Eric Lee)

Professional and Allied Healthcare Staffing Award Made

Lead Staffing Corporation, a small, woman-owned business, received a 621-I Professional and Allied Healthcare Staffing Service award effective August 1, 2008 to July 31, 2013 for multiple allied healthcare professional categories. Lead Staffing Corporation has been making allied healthcare professional placements for approximately three years in the State of California. The estimated value of their five year contract, V797P-7167a, is \$125,000.

(Kendra Kozak)

Acquisitions Fellows Program

The Office of Acquisition and Logistics Programs and Policy is seeking nominations for the Acquisition Fellows Program.

As part of our effort to continuously develop our mid-level acquisition managers, we are seeking the nominations of high achievers from all VA Administrations and VACO offices to participate in the Council for Excellence in Government's (CEG) Acquisition Fellows program. This Fellows program is a unique opportunity for acquisition professionals across the Department to be part of a prestigious program that is designed to enhance core leadership competencies while challenging them to refine "outside-the-box" thinking skills. When they complete this year long program, they will receive the title of Senior Acquisition Fellow and join a select network of government officials across government with the knowledge and skills to serve as catalysts for positive change.

Moreover, the program is designed to seamlessly integrate with the FAC-C curriculum and will satisfy Continuing Education requirements for a 2-year period. In addition to developing leadership competency; the program will focus on group dynamics, interpersonal skills and strategic thinking.

This program is open to top-performing employees (GS-1102-13s and above in field organizations and GS-1102 -14s and above in the Washington, D.C. area). Through executive coaching, leadership site visits, peer coaching, results projects, and workshops, Fellows are challenged to produce measurable results through carefully designed projects.

Our goal is to enroll up to twenty (20) VA acquisition professionals in the 2008-09 program. Key dates are found in Attachment 2. Since the program begins on **October 20, 2008**, nominees have to submit an application through their Head of the Contracting Activity (HCA) by **September 17**.

(Jesse Beaman)

**Department of
Veterans Affairs**

MEMORANDUM

Date: August 29, 2008

From: Kenneth J. Buck, Ph.D.
Director for Acquisition Policy
and Acquisition Career Manager (ACM)
Office of Acquisition and Logistics Policies and Programs (049P)

To: VA Heads of Contracting Activities

Sub: Nominations for Acquisition Fellows Program

As part of our effort to continuously develop our mid-level acquisition managers, we are seeking the nominations of high achievers from all VA Administrations and VACO offices to participate in the Council for Excellence in Government's (CEG) Acquisition Fellows program. This Fellows program is a unique opportunity for acquisition professionals across the Department to be part of a prestigious program that is designed to enhance core leadership competencies while challenging them to refine "outside-the-box" thinking skills. When they complete this year long program, they will receive the title of Senior Acquisition Fellow and join a select network of government officials across government with the knowledge and skills to serve as catalysts for positive change.

Moreover, the program is designed to seamlessly integrate with the FAC-C curriculum and will satisfy Continuing Education requirements for a 2-year period. In addition to developing leadership competency; the program will focus on group dynamics, interpersonal skills and strategic thinking.

This program is open to top-performing employees (GS-1102-13s and above in field organizations and GS-1102 -14s and above in the Washington, D.C. area). Through executive coaching, leadership site visits, peer coaching, results projects, and workshops, Fellows are challenged to produce measurable results through carefully designed projects.

Our goal is to enroll up to twenty (20) VA acquisition professionals in the 2008-09 program. Key dates are found in Attachment 2. Since the program begins on **October 20, 2008**, nominees have to submit an application through their Head of the Contracting Activity (HCA) by **September 17**.

Criteria for Consideration

Prospective candidates should possess the following characteristics:

- commitment to improving the performance of government;
- present and future leadership capability;
- willing to explore new ways of working to achieve results;
- driven to produce results.

Time Commitment:

Candidates will be required to commit to 20-25 intermittent work days away from the office *plus* additional time working on personal and/or team projects. Given the significant financial investment by the Department, candidates and their managers must commit to full participation in all activities. The key program dates are provided in Attachment 2. If there is any doubt as to whether an individual can commit to these dates and events, please do not nominate them.

Costs:

Tuition for the program is \$9,900 which will be funded centrally by the Office of Acquisition and Logistics. Travel, which is estimated to be no more than \$5,000, must be covered by the sponsoring office. Tuition includes:

- ❖ Approximately 20 days, acquisition leadership benchmarking and guest leader visits;
- ❖ Books, reading materials, and other course materials;
- ❖ Self-assessment tools and analysis;
- ❖ Individual coaching and development planning around self- assessment results;
- ❖ On-line collaboration tools;
- ❖ Access to the Council's resources, expertise and networks;
- ❖ Invitations to special Council events; and
- ❖ Invitations to Senior Fellows activities.

Application Highlights:

The application package is provided in Attachment 1. Highlights include:

- **Statement of Recommendation** - The Statement of Recommendation should be written by a senior executive within their management chain with knowledge of the candidate's commitment to improving government performance and becoming an effective, results-oriented leader.
- **Professional Background Information** - (Two page resume or Professional Vitae)
- **Responses to 1 essay question** - including a description of the specific issue, project or goal to be accomplished and how it will contribute to the Department's return on investment.

The *complete application package should include the signed VA Training Agreement.*

For additional information, go to the Council for Excellence in Government:

<http://coexgov.securesites.net/index.php?keyword=a432950addfdd7>.

An information session will be held on September 9 through a video teleconference session from 1:00 p.m. to 2:30 p.m. (EDT). Any questions should be directed to Ms. Angela Malloy, Program Coordinator, (Angela.Malloy@va.gov) 202-1874.

Excellence in Government Acquisition Fellows Application

NAME:	
TITLE:	
AGENCY:	
OFFICE/WORK UNIT:	
DEPARTMENT/BUREAU:	
OFFICE MAILING ADDRESS:	
HOME MAILING ADDRESS:	
OFFICE TELEPHONE	
FAX EMAIL:	
CURRENT GRADE/RANK:	

Professional Background:

Please provide your resume or professional vitae including your educational background. (Two page maximum)

Essay Question:

1. Why are you applying to the Excellence in Government or the e-Government Fellows program? As part of your answer, indicate individual leadership skills that you wish to develop and how you would like to contribute to your organization's mission. (Maximum 300 words)

Application files will be kept confidential

Key Dates

Date	Event	Location	Total Days
September 9, 2008	Open House (Q and As)	Video Teleconference and VANTS line	1:00-3:00 p.m. EDT
September 17	Applications Due	Complete application package should be emailed in PDF format to the following email address: AcquisitionFellows@va.gov	
September 30, 2008	Selections Made	Not applicable	
October 20-23, 2008	Kick-off, Values, Vision, Mission	Williamsburg, VA	3
November or December *	Results	Washington, DC	3
January or February *	Leading People	Washington, DC	3
March or April *	Leading Change (Benchmark Visit)	Location TBD	3
April 27-May 1, 2009 (includes travel days)	Building Partnerships and Coalitions (Benchmark Visit)	Location TBD	3
June 9-11, 2009	Business Acumen	Washington, DC	3
August 18-20, 2009	Synthesis/ Celebration	Washington, DC	3

* The dates for the Results, Leading People and Leading Change sessions will be provide prior to the October 20th program start.

Next:

VA Consolidated Acquisition and Logistics Conference Call

Wednesday – Sept. 24, 2008 (11:00 – 12:00)

Same Call-In Number and Access Code