

December 11, 2003

**CONSTRUCTION PROJECT LIAISON WITH PARALYZED  
VETERANS OF AMERICA (PVA)**

**1. PURPOSE:** This Veterans Health Administration (VHA) Directive establishes procedures for coordinating Spinal Cord Injury Unit (SCIU) projects with the Paralyzed Veterans of America (PVA) and ensuring ongoing communications between the Office of Facilities Management (FM) and PVA.

**2. POLICY:** It is VHA policy that the Chief FM Officer (18) has overall liaison responsibility with PVA, whose point of contact is the National Architecture Director.

**3. ACTION**

a. **Chief FM Officer.** The Chief FM Officer liaison responsibilities include:

(1) Resolving policy level issues.

(2) Ensuring that appropriate coordination is provided by FM staff.

(3) Ensuring that PVA is provided with a quarterly listing of all major projects that include SCIU initiatives.

(4) Assigning the Director, Facilities Quality Office (181A), as the liaison for issues of a generic nature that are not related to a specific project.

b. **Director, Capital Asset Management and Planning Service (CAMPS).** Upon approval of minor construction projects with SCIU initiatives, the Director, CAMPS, must provide notification to PVA, listing the approved projects and the medical center point of contact for further information.

c. **FM Project Manager (183).** The FM Project Manager has primary liaison responsibility with PVA for project-specific issues regarding major construction. *NOTE: On minor construction projects, the medical center Director, or designee, at the affected facility has liaison responsibility with PVA.* The Project Manager needs to provide information as requested by PVA and provide for PVA involvement in the project planning and design review to the extent requested by PVA. In addition, the appropriate Project Manager must ensure that:

(1) FM representatives and appropriate VHA program staff meet with PVA early in project development to solicit information and discuss conceptual approaches and space requirements. PVA must be provided with design program documents, which include space summaries and functional narrative.

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(2) PVA is notified of site visits, project design reviews, final inspections, and given the opportunity to participate.

(3) PVA is provided with schematic design documents, design development documents, and construction documents for SCIU projects.

(4) PVA is notified of any major functional changes or problems that are identified during design or construction.

*NOTE: If PVA representatives have comments regarding the design, the comments should be provided in writing to the extent possible.*

**4. REFERENCES:** None.

**5. FOLLOW-UP RESPONSIBILITY:** The Director, Project Management Service (183B) is responsible for the contents of this Directive. Questions may be directed to 202-565-9221.

**6. RESCISSIONS:** VHA Directive 98-003 dated January 14, 1998, is rescinded. This VHA Directive expires December 31, 2008.

S/ Nevin M. Weaver for  
Robert H. Roswell, M.D.  
Under Secretary for Health

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