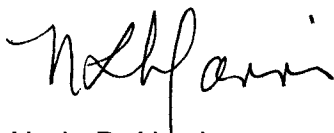


CENTRAL OFFICE CONTROLLED ITEMS

- 1. REASON FOR ISSUE.** To publish the Department of Veterans Affairs Central Office (VACO) Controlled Item List.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES.** This directive identifies the various items and categories of items which are controlled by the respective department head or staff office director. Procedures for obtaining approvals for these items are included in Appendix A. The list of items has been updated and reflects the most current changes, additions, and deletions.
- 3. RESPONSIBLE OFFICE.** Associate Deputy Assistant Secretary for Materiel (90M), Office of Acquisition and Materiel Management.
- 4. RELATED HANDBOOK.** None.
- 5. RECISSION.** VA Manual MP-2, Subchapter E, Subparts 108-26.9901 and 108-26.51, in their entirety.

CERTIFIED BY:



Nada D. Harris
Deputy Assistant Secretary for
Information Resources Management

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**



GARY J. KRUMP
Acting Assistant Secretary for
Acquisition and Facilities

Distribution: RPC 7006
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VA CENTRAL OFFICE CONTROLLED ITEMS

1. PURPOSE. This directive sets forth departmentwide policy for equipment items controlled by respective Veterans Affairs Central Office (VACO) administration heads or staff office directors, which exceed the limitation established by departmental use and replacement standards or which are controlled either by law or by governmental regulations. Procedures for preparation and submission of requisitions to obtain approvals for controlled items are provided in Appendix A.

2. POLICY

a. VA facilities will not acquire controlled items from any source (e.g., donation, VA excess, GSA excess) regardless of the source of funds (e.g., General Post Funds, Research Funds) prior to obtaining the required approval, unless items are specifically exempted.

b. The Controlled Item List will be updated on an as needed basis. The respective VACO administration head or staff office director will provide changes, additions, or deletions to the Office of Acquisition and Materiel Management (OA&MM) (92A) for the update.

c. The following list of controlled items requires review and approval by the VACO program official indicated or, for the National Cemetery System (NCS), the respective NCS Area Office Director, unless otherwise stated:

(1) OFFICE OF THE SECRETARY. All executive furniture and renovations to executive suites exceeding \$5,000 will require approval of the Deputy Secretary. Requests of this nature will be forwarded to the respective Regional Field Support Office, VACO, for coordination with the Office of the Deputy Secretary. (Do not submit requests to OA&MM, (92A), VACO, as there is no action required by that office.)

(2) NATIONAL CEMETERY SYSTEM (NCS)

(a) All equipment items authorized for use by NCS, as listed in NCS Manual M40-2 or most recent directive issued.

(b) Requests for motor vehicles, in accordance with the provisions of Federal Property Management Regulations (FPMR) 101-26.501-3, will be submitted directly to the respective NCS Area Office Director on an obligated General Services Administration (GSA) Form 1781. The respective NCS Area Office Director will forward Form 1781 to the Director, Engineering Management and Field Support Office (138C1), VACO, for the required certification and forwarding to GSA. (Do not submit forms to OA&MM (92A) as there is no action required by that office.)

(3) VETERANS BENEFITS ADMINISTRATION (VBA)

(a) All filing equipment or cabinets (in excess of two-drawer) for using activities under the jurisdiction of VBA, in accordance with VBA Supplement, MP-1, Part II, Chapter 1.

(b) All telephone related equipment over \$10,000. (Controls not applicable to items such as modems, facsimiles, answering devices, additional individual telephone sets, telephone systems, portable cellular phones, and dictation equipment costing \$10,000 or less.)

(c) Printing and reproduction equipment listed in MP-1, Part II, Chapter 9, Table A, or related document, regardless of where the equipment is to be used. (Copiers/duplicators with purchase price of less than \$10,000 and collating machines, hand operated, are not controlled.)

(4) VETERANS HEALTH ADMINISTRATION (VHA). Full authority for the purchase of medical equipment under \$250,000 rests with the medical center director. The review of controlled items by the Central Office program official is for advisory purposes only, prior to the facility making financial commitments. For items requiring consultation, Central Office program officials must provide their input within 15 days of receipt of the request in their office or the medical center director can assume approval.

a. Nuclear Medicine Service

(1) Nuclear medicine equipment costing \$250,000 or more per item, or items costing this amount in a single purchase aggregate.

(2) Positron Emission Tomography (PET) Scanner (including research).

b. Pathology Service and Laboratory Service

(1) Analytical laboratory equipment acquired through cost per test (CPT contracts).

NOTE: There are a limited number of analyzers in this category. VAMC Hines will perform CPT analysis and forward results to VACO, which will return advisory results in 15 days or less to the originating VAMC. For the list of analyzers currently on CPT contract, call the Pathology and Laboratory Medicine decentralized Office of Resource Management at VAMC, Hines, IL.

(2) Clinical laboratory equipment and instrumentation costing \$250,000 or more per item, or items costing this amount in a single purchase aggregate.

c. Radiology Service. Radiology equipment costing \$250,000 or more per item or items costing this amount in a single purchase aggregate.

d. **Medical Information Resources Management (MIRMO).** Central Office review for all Federal Information Processing (FIP) acquisitions will follow the dollar thresholds established by VHA Directive 10-93-061. Acquisitions below the \$250,000 threshold do not require VACO review. Facilities requesting acquisition review or assistance on requisitions/projects under this threshold should send them directly to MIRMO Field Operations Service (162A) for data processing acquisitions and MIRMO Technology Management Service (162D) for telephone and special systems acquisitions.

3. RESPONSIBILITY. The Deputy Assistant Secretary for Acquisition and Materiel Management will ensure that a program is established in OA&MM to review, develop, and issue departmentwide guidance and support relative to management of personal property within VA.

4. REFERENCES

- a. VHA Directive 10-93-061.
- b. National Cemetery Service Manual M40-2.
- c. Federal Property Management Regulations 101-26.501-3 and 101-26.408-3.
- d. VBA Supplement, MP-1, Part II, Chapter 1.
- e. MP-1, Part II, Chapter 9, Table A.
- f. Federal Acquisition Regulation (FAR), Subpart 6.3.
- g. Federal Information Resources Management Regulation 201-20.
- h. VA/DoD Health Resources Sharing and Emergency Operation Act.
- i. VA Acquisition Regulation (VAAR) 817.7003.
- j. VA Handbook 7125.

PROCEDURES FOR SUBMITTING CONTROLLED ITEMS TO CENTRAL OFFICE

1. General. This appendix outlines the procedures to be used by VA facilities to obtain approval or comment for items which are controlled by the respective Central Office administration head or staff office director.

2. 5103 Preparation and Submission of Requisitions

a. Requisitions for the rental, purchase, or transfer of controlled items, including exchange of one model for another, for field activities under the jurisdiction of VBA will be submitted by the Chief, Acquisition and Materiel Management Service, directly to the Under Secretary for Benefits (20A5), Department of Veterans Affairs, Washington, DC 20420. Unless otherwise exempted by this directive, requisitions from all other field activities will be submitted to the Deputy Assistant Secretary for Acquisition and Materiel Management (92A), Department of Veterans Affairs, Washington, DC 20420. All requisitions will be submitted in the original and two copies. In addition to the field facility identification number, each requisition will clearly identify the department having funding responsibility and jurisdiction over the items or services requested. The date required will be shown.

b. Resubmission/comment is required if procurement actions are not initiated within 24 months or the equipment to be purchased differs from the equipment item originally approved. Resubmission(s) will be submitted with a current fiscal year requisition number and updated/revised description and quote. Attach a copy of the previously submitted requisition for reference.

3. 5103-1 Request for Central Office Approval/Comment. To process requests with a minimum of delay, the following information is required:

a. Complete description of the equipment, including national stock number, model or type, unit cost, and installation charges, where applicable.

b. Name of using organization. (Only one discipline, e.g., Radiology Service, Nuclear Medicine Service or Laboratory Service will be included on a request.)

c. Description of the organization operation that will use the requested item.

d. Requests will include only one system, e.g., one complete x-ray system or one complete nuclear camera system. An itemized quote from a supplier, to include catalog numbers and unit cost information, will be included. The quote number and pricing data will be cited on the requisition and the requisition number will be cited on the quote.

e. Estimated savings to be realized, if any (personal, supplies, increased production, time savings, etc.).

f. Requests for replacement equipment will include a complete description of the item being replaced (e.g., category stock number, NXRN, acquisition and replacement dates, number and cost of repairs to date, and trade-in allowance, if any). Include best estimate to place current item in operational condition (if that is a feasible option) or state why replacement is desired/required in lieu of repair.

g. Requests for equipment requiring utility connections will include a statement by the facility Engineering Service that necessary utility services, space, and facilities are or will be available at the time the equipment is delivered.

h. Requests will include a statement that funds for structural alterations or installation costs will be available prior to or at the time of delivery where major equipment is involved.

i. Requests will include a statement as to availability of local funds to cover cost of equipment, installation, and transportation. Also, items available from Federal Supply Schedule multiple award contracts will be fully justified, as provided in FPMR 101-26.408-3, when the item is not the lowest priced item on the schedule.

j. Requests specifying brand name or equal items will include a complete explanation and salient characteristics.

k. Requests for items of a specific manufacturer to be procured by negotiation will contain sufficient explanation from the initiating office in support of such action (Federal Acquisition Regulation (FAR), Subpart 6.3).

l. Requests for FIP services will include a determination of need and requirements analysis as required by the Federal Information Resources Management Regulations (FIRMR) 201-20.

m. Requests for items which exceed the use standards (see VA Handbook 7125) will include a statement to that effect and a detailed justification as required by this directive.

n. Requests for major equipment costing \$400,000 or higher must be annotated to indicate whether a DoD Medical Treatment Facility (MTF) is located within a 50-mile radius of the VAMC. If so:

(1) Indicate whether coordination with the MTF has occurred as required by the VA/DoD Health Resources Sharing and Emergency Operation Act and VAAR 817.7003.

(2) Provide the results of such coordination.