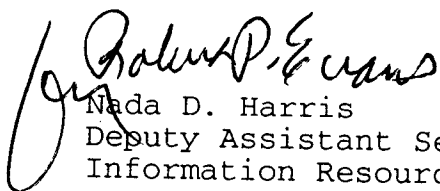


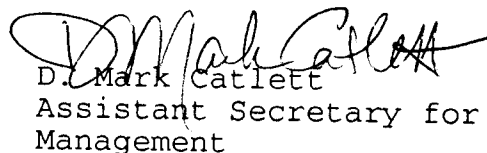
FEDERAL SPECIFICATIONS, STANDARDS, AND
COMMERCIAL ITEM DESCRIPTIONS

1. **REASON FOR ISSUE.** To adhere to the revision of Departmentwide directives and regulations related to acquisition and materiel management policies and responsibilities formerly contained in VA Manual MP-2, Subchapter E, Part 108-29.
2. **SUMMARY OF CONTENTS/MAJOR CHANGES.** This directive sets forth policies, procedures, and responsibilities for VA specifications, standards, or other Federal product descriptions assigned to VA for development. It also establishes procedures for review, coordination, and response to Federal product descriptions prepared by other Government activities. Procedures are provided in Appendix A to this directive.
3. **RESPONSIBLE OFFICE.** Office of the Deputy Assistant Secretary for Acquisition and Materiel Management (90M).
4. **RELATED HANDBOOK.** None.
5. **RESCISSION.** VA Manual MP-2, Subchapter E, Subpart 108-29.

CERTIFIED BY:

BY DIRECTION OF THE SECRETARY
VETERANS AFFAIRS:


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FEDERAL SPECIFICATIONS, STANDARDS, AND COMMERCIAL ITEM DESCRIPTIONS

1. PURPOSE. This directive provides Departmentwide policy for development, publication, and maintenance of Federal product descriptions prepared by the Department of Veterans Affairs (VA), assigns responsibility for developing product descriptions, and establishes procedures for reviewing Federal product descriptions prepared by other Government agencies. Federal Product descriptions include Federal/military specifications and standards, Commercial Item Descriptions (CIDs), and VA departmental specifications and standards.

2. POLICY

a. VA departmental specifications, standards, or other Federal product descriptions assigned to VA for development will be developed, prepared, and coordinated in accordance with the Federal Standardization Manual.

b. Federal product descriptions will not be prepared to meet a specific supplier's product to the exclusion of all other suppliers. When it is determined in writing by the director of the using service in Central Office that only a product having the specific features of a single supplier will suffice, the provisions of the Federal Standardization Manual, Chapter 2, Part 1, paragraph 4.a, will apply. A Federal Product Description will not be developed by VA.

c. Federal product descriptions will, to the maximum extent possible, describe commercially available products and encourage competition around functional and performance characteristics. Nationally recognized voluntary (non-Government) standards will be used and adopted where possible and in preference to developing a Federal product description.

d. Federal product descriptions, coordinated with VA, will be reviewed in accordance with the Federal Standardization Manual and shared procurement agreements.

3. RESPONSIBILITY

a. The Associate Chief Medical Director for Construction Management (08), VA Central Office (VACO), is responsible for development, coordination, and publication of VA specifications and standards for real property as defined in VA Catalog No. 3, Section VII, and for all subsequent amendments, revisions, and cancellations.

b. The Deputy Assistant Secretary for Acquisition and Materiel Management (DAS/A&MM) (92A) is responsible for development, coordination, and publication of VA departmental specifications and standards for personal property and all subsequent amendments, revisions, and cancellations.

c. The DAS/A&MM (92A) is the VA centralized coordinating point for the review of Federal product descriptions prepared by other Government activities and voluntary (non-Government) standards submitted to VA for approval and acceptance.

d. Each Administration Head, Assistant Secretary, or other key official is responsible for providing the functional and performance characteristics of those items peculiar to their particular needs.

e. Policy Division (92A) is responsible to the DAS/A&MM for the control, review, coordination, and response to Federal product descriptions prepared by other Government activities.

f. Administration Heads, Assistant Secretaries, or other key officials are responsible for providing the review of the functional and performance characteristics of those Federal product descriptions peculiar to their specific needs. Field review of a Federal product description may be provided at the request of the applicable VACO using activity.

4. REFERENCES

- a. Federal Standardization Manual
- b. VA Catalog No. 3, Section VII
- c. VA Publication Index (1-03-1)

GENERAL PROCEDURES

1. 5000 SCOPE. This appendix provides procedures for the development, publication, and maintenance of Federal product descriptions prepared by VA, assigns responsibility for developing product descriptions, and establishes procedures for reviewing Federal product descriptions prepared by other Government activities.

2. 5003 DEVELOPMENT OF FEDERAL PRODUCT DESCRIPTIONS

a. Product descriptions will be developed for each item centrally managed in the supply system unless the item is covered by a Federal product description or voluntary (non-Government) standard which will meet the needs of VA.

VA X-Series Specifications, CIDs, and Federal Specifications prepared by VA will be controlled and assigned the appropriate document number by the DAS/A&MM (92A).

(1) Project numbers will be assigned to the documents.

(2) Project numbers for VA X-Series Specifications will be assigned by the preparing activity.

(3) Project numbers for CIDs and Federal Specifications will be obtained by the preparing activity through Supply Operations, Medical Directorate, and Defense Personnel Support Center, Philadelphia, PA.

b. In development, all VA prepared Federal product descriptions will be coordinated with as many manufacturers as may be necessary to assure maximum responsiveness to meet the specific needs of the user and maximum procurement competition. While it is not practical to prescribe a formula or percentage figure to be observed in soliciting responses, bidders lists will be carefully screened, trade journals reviewed, and contact with concerned technical societies made. Federal product descriptions will be coordinated with applicable VACO activities. Field review of a Federal product description may be provided at the request of the applicable VACO activity. Coordination with applicable VA activities of amendments and revisions to Federal product descriptions will be limited to those changes affecting the physical characteristics or performance of the item.

c. Preservation, packaging, packing, marking, and barcoding requirements in VA departmental specifications will be uniform to the greatest extent practicable, consistent with the varying needs of VA. They will be sufficient to ensure delivery and storage of supplies and equipment in a satisfactory condition and to conserve manpower, materials, and funds.

3. 5004 MAINTENANCE OF FEDERAL PRODUCT DESCRIPTIONS

a. The VA prepared Federal product descriptions will be revised when deemed necessary to correct deficiencies apparent from deviations requested by contracting officers, using services, industry, etc.

b. Active Federal product descriptions that are 5 years old or older during the last fiscal year will be reviewed in accordance with the Federal Standardization Manual for Overage Document Review.

4. 5005 PUBLICATION OF FEDERAL PRODUCT DESCRIPTIONS

a. The DAS/A&MM (92A) will maintain a current listing of all VA prepared and proposed, active, and canceled X-series specifications and Federal product descriptions.

b. VA X-series specifications are listed in VA Publication Index (I-03-1). Contracting officers may obtain their requirements of VA X-series specifications from the VA National Acquisition Center (VANAC), Hines, IL 60141.

5. 5103 VA REVIEW OF FEDERAL PRODUCT DESCRIPTIONS FOR OTHER GOVERNMENT ACTIVITIES

a. All Federal product descriptions coordinated with VA by other Government activities will be forwarded to the DAS/A&MM (92A), VA Central Office.

b. The DAS/A&MM (92A) will review each proposed product description, acceptance of non-Government standard, or cancellation upon receipt to determine applicable VA Central Office program officials and other interested activities necessary for the coordination process. A suspense date for comments from reviewing program officials will be established consistent with the response date specified in the forwarding letter from the preparing agency.

c. All comments from reviewing activities will be reviewed by the DAS/A&MM (92A) to ensure compliance with established policies and procedures. Any questions which arise as a result of a reviewing activity's comments must be resolved prior to responding to the preparing agency.

d. The proposed document will be reviewed by the DAS/A&MM (92A) for compliance with the Federal Standardization Manual format requirements and to ensure that applicable VA/DoD shared procurement agreements are incorporated.

e. A letter to the preparing agency will be prepared by the DAS/A&MM (92A) incorporating all applicable comments from VA reviewing activities. The letter will represent the VA's official response to the proposed product description, acceptance of non-Government standard, or proposed cancellation.