Department of Veterans Affairs
Washington, DC 20420

VA Directive 7125.1
Transmittal Sheet
April 5, 1996

ACCOUNTABILITY

1. REASON FOR ISSUE. This directive delineates policy related to capitalized non expendable equipment.

2. SUMMARY OF **CONTENTS/MAJOR CHANGES.** This directive provides policy pertaining to subject matter in the area of materiel management.

3. **RESPONSIBLE OFFICE.** Office of the Deputy Assistant Secretary for the Office of Acquisition and Materiel Management (90).

4. **RELATED HANDBOOK.** None.

5. **RESCISSIONS.** Integrated Procurement Storage and Distribution System (Log I), Non expendable Procedures for Field Facilities, MP-6, Part XIV, Supplement No. 6.2.

CERTIFIED BY:

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ACCOUNTABILITY

1. PURPOSE. This directive provides policy for implementation and use of the Decentralized Hospital Computer Program Equipment Inventory Management module in the Automated Engineering Management System/Medical Equipment Reporting System (AEMS/MERS) software package. This module will replace the LOG NX System of records.

2. **POLICY.**

a. Effective June 1, 1996, all new capitalized non expendable equipment will be maintained in the AEMS/MERS file on the DHCP.

b. The AEMS/MERS package is a shared responsibility of Engineering and Acquisition and Materiel Management Services. Personnel in both services will have the appropriate access and menus required to enter data, conduct searches, and generate printouts from the Equipment Inventory Management file.

c. Facility directors will ensure that action is taken to populate and maintain the AEMS/MERS file with the facility's existing capitalized fixed assets, whether they exist in other local systems or as part of a legacy system. AEMS/MERS will be current for all personal property for the facility. The entries in AEMS/MERS for capitalized fixed assets will create documents to populate the FMS/Fixed Assets subsystem.

d. Each facility must ensure that the AEMS/MERS records for capitalized assets are consistent and current within the FMS/Fixed Assets subsystem.

e. Facilities will use standardized Equipment Inventory list (EIL) department numbers in the AEMS/MERS program (see Appendix A).

3. **RESPONSIBILITY.** The Deputy Assistant Secretary for the Office of Acquisition and Materiel Management (OA&MM) will ensure a program is established in OA&MM to review, develop, and issue Departmentwide guidance and support relative to management of personal property.

4. **REFERENCES.** None

STANDARDIZED EIL DEPARTMENT NUMBERS

The following EIL standard department numbers are to be used when entering equipment in the AEMS/MERS program. Numbers are to be assigned according to department responsibility within a series using an additional digit, for example: 130 Engineering, 131 Plumbing Shop, 132 BIO-MED, etc.

NO.	DEPARTMENT
00	Director/Manager
01	Asst. Dir./Manager
02	Chief of Staff
03	Intensive Care
04	Building Management
05	Building Management
06	Canteen Officer
07	Chaplains
08	Clinical Psychology
09	Continued Treatment
10	Dental
11	Dietetic Service
12	Medical Education
13	Engineering
14	Fiscal/Finance
15	Intermediate
16	Laboratory
17	Library
18	Medical Administration
19	Medical Media
19V	Test and Maintenance
19W	Video Production Equipment
19x	InterIntra Distribution System
19Y	Individual Utilization
19Z	Specialized TV System
20	Medical Service
21	Neurology
22	Neuropsychiatric
23	Nursing Service
24	Outpatient
25	Paraplegia
26	Personnel
27	Pharmacy
28	Rehabilitation Medicine
29	Prosthetic & Sensory
30	Psychiatry/Neurology
31	Psychology
32	Psychology Training
33	Quarters Housekeeping(l)
34	Quarters Housekeeping(l)
35	Quarters Housekeeping(l)
36	Radiology
37	Radioisotope
38	Research
39	Research
40	Research
41	Social Work Service
42	Acq. & Matl. Management
43	Surgical Service
44	Tuberculosis
45	Voluntary
46	Vocational Counsel
47	Wards
48	Wards
49	Wards
50	Quarters, Nonhousekeeping
51	Domiciliary
52	Domiciliary
53	Nursing Home
54	Nursing Home
55	Brace Shop
56	Comp. Work Therapy
57	Cemeteries
58	Cemeteries
59	Mental Health
60	Accounting
61	Adjudication
62	Administration
63	Services
64	Chief Attorney
65	Contact
66	Insurance
68	Operations
69	Ambulatory
70	Health Care Training
71	Recreation
72	Resident Engineer
75	OGA
76	Readjustment Counseling
77	Audiology/Speech Pathology
78	Information Resource Mgmt.
80	Research
81	Research
86	MCCR
88	Invalid Lifts, Other Devices & Equipment (SGL 1756 only)
90	OA&MM Supply Fund Eqmt.
98	Uninstalled Equipment
99	Reserved