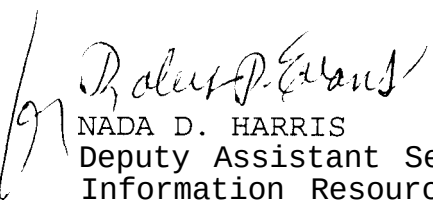


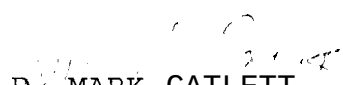
ACCOUNTABILITY

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:

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


NADA D. HARRIS
Deputy Assistant Secretary for
Information Resources Management


D. MARK CATLETT
Assistant Secretary for
Management

Distribution: RPC 7006
FD

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