

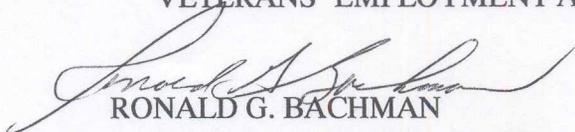


February 8, 2001

DIRECTOR'S MEMORANDUM NO. 16-01

MEMORANDUM FOR: REGIONAL ADMINISTRATORS AND DIRECTORS FOR
VETERANS' EMPLOYMENT AND TRAINING

FROM:


RONALD G. BACHMAN
Acting Director, Operations and Programs

SUBJECT:

Development and Implementation of a Communications
Equipment Inventory process within VETS

I. Purpose:

To establish and disseminate guidance and details of the process for property accountability of VETS' communications equipment. Included is a process to record, trace and verify equipment specifications and procedures to maintain an active inventory control system.

II. Background:

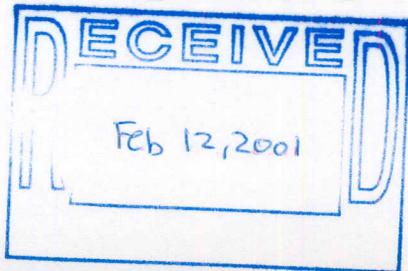
In the past there has been no standard format at the regional level for maintaining a list of communications equipment removed from inventory. As a consequence, VETS has no collective inventory status history. However, a Report of Survey Form should have been completed for all equipment with a serial number. It has been determined that a historical file of all communications equipment is of value for responding to any inquiries concerning the general disposition of the equipment purchased from any given fiscal year budget.

III. Guidance:

Accordingly, VETS' Communications Chief, RAVET William Bolls, has developed the Communications Equipment Inventory Log format for use by all regions.

Note 1:

See the Excel file "Blank_ComEquipInv_Worksheet_FormatD.xls" on the ECN "O:" drive.



Note 2:

This drive is designated as the "V:\\" drive for remote ECN users at network drive location "V:\vets\ComCom\ComEquipInv_active\".

A composite Communications Equipment Inventory Log has also been developed for the entire agency.

Note :

See the Excel file "Inv_All.xls" at "V:\vets\ComCom\ComEquipInv_active\").

The "Communications Equipment Inventory" is an outgrowth of the "Equipment Inventory." In order to maintain equipment inventory sufficient to operate in the current environment and to plan for future needs, we must know what we have, where it is and its inventory status.

Inventory data in the new format meets the Department of Labor's (DOL) requirements set by the Office of the Assistant Secretary for Policy and detailed by the Information Technology Center (ITC) and the requirements of the Employee Computer Network (ECN), which determine agency goals.

VETS is trying to enhance the USERRA Information Management System (UIMS), DVOP's and LVER's Information Management System (DLIMS), and Veterans Preference Information Management System (VPIMS) to improve the method for data storage while meeting future paperless operation requirements. The new system permits VETS to determine future equipment specification requirements and enables a cost analysis of current and future annual operating budgets.

III. Action:

RAVETs and OAMB

1. Appoint (in writing) an "Inventory Team" staff member to maintain the region's Communications Equipment Inventory and Log.
2. Ensure the timely posting of current and archival data to the Communications Equipment Inventory Log on the V:\ drive.

Inventory Team members:

Complete inventory instructions for the Inventory Team are included in the Excel file:

"O:\\" drive at: "O:\vets\ComCom\ComEquipInv_active\
Blank_ComEquipInv_Worksheet_FormatD.xls"

ECN "V:\\" drive at: "V:\vets\ComCom\ComEquipInv_active\""

The following points outline those procedures:

1. Maintain your Communications Equipment Inventory and Log in the Excel format, "Blank_ComEquipInv_Worksheet_FormatD.xls." (electronic example attached)
2. Maintain a current copy of your Communications Equipment Inventory Log on the "V:\\" drive at "V:\vets\ComCom\ComEquipInv_active\."
3. Preserve a list of communications equipment removed from Inventory.
 - a. Maintain the list of these items on the Communications Equipment Inventory Log and title it Communications Equipment Inventory Log Archive and save the file as follows:

Note : an example for Region I is:

"Inv_r1_archive.xls" at "V:\vets\ComCom\ComEquipInv_archive\."
 - b. As equipment is removed from inventory, move its line of data from the Communications Equipment Inventory Log to the Archive.
4. Should you have questions, contact your regional CSC Representative or Lynn Steele at (404) 562-2305.

Communications Chief

1. Update the inventory items and format of the Communications Equipment Inventory Log as needed to maintain data and prepare reports required by the National Office (NO).
2. Maintain a composite Communications Equipment Inventory Log for the agency. (See the Excel file "Inv_All.xls" at "V:\vets\ComCom\ComEquipInv_active\"")
3. Maintain a monthly archive snapshot of the Communications Equipment Inventory Logs in Inv_All.xls. (To be maintained at "V:\vets\ComCom\ComEquipInv_archive\"")
4. Prepare reports and projections of current and required Communications Equipment as directed.
5. Perform Equipment Inventory surveys of material not maintained on the Communications Equipment Inventory as required to provide timely and accurate data for NO planning.

IV. Effective Date: Immediately.

V. Inquiries: Direct questions on this Memorandum to Communications Chief William Bolls at (404) 562-2305.

Attachment -

Description of Communications Equipment Inventory Excel Worksheet

Electronic example of Communications Equipment Inventory Log -

Blank_ComEquipInv_Worksheet_FormatD.xls

Attachment to DM ____, Description of Communications Equipment Inventory Worksheet

Worksheet Header Line

Inventory: (Region #) Communications Equipment Inventory Date: _____

Explanations of abbreviations and contents under column headers.

- ABBREVIATIONS, GENERAL: CC = Communication Committee, CCC = Communication Committee Czar, ECN = DOL network, NO = National Office, RO = Regional Office
- ABBREVIATIONS, EQUIPMENT / PRODUCT: HP = Hewlett Packed, IBM = International Business Machines, IE = Internet Explorer, UIC = Unit Identification Code
- ABBREVIATIONS, CPUs: CPU = Central Processing Unit, MHZ = Megahertz (one million cycles per second), MMX = Multi-Media eXtensions technology, P = Intel Pentium CPU, P2 = Intel Pentium II CPU, P3 = Intel Pentium III CPU, AMD = Advanced Micro Devices
- ABBREVIATIONS, MEMORY: RAM = Random Access Memory; ROM = Read Only Memory; Bit = Binary Digit; Kbit = 1024 bits; Byte = 8 Bits; KB = Kilobyte; MB = Megabyte = 1000 KB; GB = Gigabyte = 1000 MB
- TYPE EQUIPMENT: List communications equipment by class such as Computer, Printer, Fax or Shredder
- TYPE COMPUTER: Desktop (blank), Notebook (Laptop) or Server
- CPU Class
- CPU Speed
- EQUIPMENT USE CODE: O = Office, NU = Not in Use, H = Home, TBE = To be Excessed
- EQUIPMENT STATUS: The equipment operational status, either W = Working or NW = Not Working
- MAKE: Manufacturer
- MODEL: Manufacturer's Description of Item
- LEGEND: Entries in blue = Completed; Entries in red italics = Pending
- OWNERSHIP: Indicates Agency Ownership of equipment as VETS (blank) or ITC
- Remarks / RLC TS Log No: Remarks or mail or memorandum for record on item.

"Communications Equipment Inventory" Excel worksheet column headers (in the order as they appear on the work sheet.)

- Column Control No
- Type Equipment/Product
- Type Computer
- Make
- Model
- Serial Number
- Bar Code #

- CPU Class
- CPU Speed (MHZ)
- Ram Memory (MB)
- Hard Drive Capacity (GB)
- Software Installed (not from DOL Network)
- Age in Years
- Year Put into Service
- Equipment Status
- Region
- Office
- City
- Equipment Use
- User Last Name
- User First Name
- User MI
- Date Last Change
- Ownership: VETS - ITC
- Remarks / RLC TS Log No
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