



DEPARTMENT OF VETERANS AFFAIRS
DEPUTY ASSISTANT SECRETARY FOR ACQUISITION AND MATERIEL MANAGEMENT
WASHINGTON DC 20420

IL 049-06-3
February 16, 2006

OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT INFORMATION LETTER

TO: Veterans Integrated Service Network Directors; Directors, VA Medical Center Activities, Domiciliary, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Distribution Center, Austin Automation Center, Records Management Center, VBA Benefits Delivery Centers, and VA Health Administration Center; Director, National Cemetery Administration; and the Executive Director and Chief Operating Officer, National Acquisition Center

SUBJ: Receipt of Security Items

1. Reviews by the Office of the Inspector General's Combined Assessment Program routinely find that security items, especially controlled substances and narcotics, are not receipted properly. This Information Letter (IL) provides guidance for the receipt of security items including, but not limited to, the following:
 - a. Controlled Substances and Narcotics
 - b. Alcoholic Preparations Fit for Beverage Purposes
 - c. Precious Metals
 - d. Firearms and Ammunition
2. It is the responsibility of each facility director to ensure that receipt of security items is conducted in accordance with VA Handbook 7127. In order to prevent fraud and theft, it is important that VA policy is adhered to.
3. The facility Accountable Officer (AO) or designee must be present and take part in the opening, inspection, and receipt process concerning the above listed items. Receiving personnel, e.g., storage and distribution, receiving clerk, mail room clerk, and the pharmacy technician will examine packages for signs of tampering and damage. Notation of overage, shortage, and damage will be annotated in accordance with VA Handbooks 7128/7240. Upon receipt of controlled substances, warehouse/pharmacy personnel will immediately call the AO and Chief of Pharmacy Service, and they will conduct a general inspection, verify amounts received, and ensure delivery to the appropriate employee designated to receive such items. Additionally, signatures of the AO and Chief of Pharmacy Service will be obtained on all documentation for controlled substances, narcotics, and alcoholic preparations in accordance with

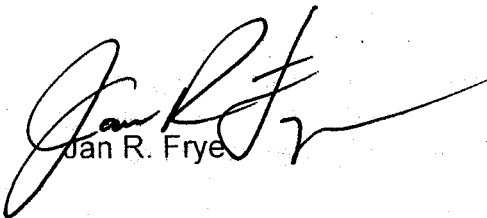
2.

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VA Handbook 7127, Materiel Management Procedures, subpart 5102-2. Outpatient clinics are also responsible for ensuring the guidance provided in this IL is implemented.

4. The receipt of firearms will be accounted for in the official VA property accountability inventory system. Ammunition will also be verified for count and a mechanism will be established which enables one to view and verify its usage and distribution.

5. If further clarification is required, please contact Jim Teal at 202-273-5873 or Virginia Boyett at 202-273-9579.


Jan R. Frye