



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

IL 049-05-10  
August 3, 2005

**OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT INFORMATION LETTER**

**TO:** Under Secretary for Health, Benefits, and Memorial Affairs; Assistant Secretary for Management; Chief Facilities Management Officer, Office of Facilities Management; Veterans Integrated Service Network Directors; Directors, VA Medical Center Activities, Domiciliaries, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Distribution Center, Service Distribution Center, Asset Management Service, Austin Automation Center, Records Management Center, VBA Benefits Delivery Centers, and VA Health Administration Center; and the Executive Director and Chief Operating Officer, VA National Acquisition Center

**ATTN:** Heads of Materiel Management and Logistics

**SUBJ:** Establishment of Louis P. Nangeroni Award for Excellence in Logistics

1. The Office of Acquisition and Materiel Management (OA&MM) is proud to announce the establishment of the Louis P. Nangeroni Award for Excellence in Logistics. This award will recognize contributions made by individuals or teams that improve materiel management practices at their facilities or within their organizations.
2. Mr. Nangeroni served as the Veterans Integrated Service Network 2 Chief Logistics Officer until his death in 2002. He epitomized service to our Nation's veterans through his dedication toward continually improving acquisition and logistics management functions. This award not only honors his memory, but serves as a beacon to all Materiel Management employees to strive for excellence in logistics and/or materiel management operations.
3. The attachments provide an overview of the program and its requirements.

  
C. Ford Heard  
Acting Deputy Assistant Secretary  
for Acquisition and Materiel Management

Distribution: RPC 7029

Attachments

**DEPARTMENT OF VETERANS AFFAIRS**  
**LOUIS P. NANGERONI AWARD FOR EXCELLENCE IN LOGISTICS**

**PROGRAM INFORMATION**

**1. Purpose**

The Louis P. Nangeroni Award Program recognizes contributions made by VA materiel management teams or individuals, including program officials, that create more efficient and effective materiel management practices and enhance customer service. VA is committed to rewarding employees for these efforts, which improve mission accomplishment and lower costs within the Department.

Mr. Louis P. Nangeroni last served VA as the Veterans Integrated Service Network 2 Network Chief Logistics Officer until his death in 2002. He epitomized service to our Nation's veterans through his dedication to continually improving acquisition and logistics management. This award not only honors Mr. Nangeroni's memory, but it also serves as a beacon to other Acquisition and Materiel Management employees to strive for excellence in job performance.

**2. Dissemination of General Award Information**

The Deputy Assistant Secretary (DAS) for the Office of Acquisition and Materiel Management (OA&MM) will announce the Louis P. Nangeroni Award for Excellence in Logistics Program in an OA&MM Information Letter, *Materiel Dispatch* newsletter, and on the OA&MM website at <http://vaww1.va.gov/oamm>. This award will also be announced in the *Vanguard* magazine, and a broadcast message will be issued. Announcements will be sent to all appropriate mail groups in MS Outlook as well.

To ensure ongoing visibility and support of this program, periodic broadcasts, conference calls, and announcements at nationwide conferences and seminars will be used as publicity vehicles.

Additional releases of general award information will be made when requested from field facilities and other employees.

**3. Nomination Process**

The nomination process requires review and approval by the facility director. Any VA logistics employee, team member, manager or program official can submit a nomination. Nominations must be submitted using the attached Louis P. Nangeroni Award for Excellence in Logistics Nomination Guidelines. Questions regarding the nomination process should be directed to Mr. Freddie Martinez at (202) 273-6119 or [freddie.martinez@va.gov](mailto:freddie.martinez@va.gov).

#### **4. Areas of Consideration**

The following areas in the logistics field can be considered for nominating groups or individuals:

##### **PROPERTY MANAGEMENT**

- a. Disposal
- b. Utilization
- c. Equipment Program
- d. Storage
- e. Customer Service

##### **MATERIEL MANAGEMENT**

- a. Inventory Control
- b. Mail Management
- c. Distribution
- d. Customer Service

##### **MATERIEL HANDLING**

- a. Receiving
- b. Warehousing
- c. Freight Management
- d. Distribution
- e. Customer Service

#### **5. Evaluation Criteria**

##### **The Louis P. Nangeroni Award for Excellence (1<sup>st</sup> Choice and Honorable Mention):**

To be considered for either the 1<sup>st</sup> choice or honorable mention awards, nominees must meet the following basic criteria. Nominee's outstanding performance must:

- Be the result of an individual or group effort.
- Contribute to the creation of more efficient and effective materiel management practices.
- Cover an initiative that was accomplished within the preceding 2 fiscal years.
- Improve mission accomplishments and show considerable cost savings.

Nominees will be judged on their creativity, innovation, originality, cost effectiveness, customer service, professionalism, and interaction with professionals in other organizations. The 1<sup>st</sup> Choice Louis P. Nangeroni Award for Excellence in Logistics (monetary) winner will be the superior choice (the one receiving the highest rating from the VA Central Office Award Review Committee (VACO ARC). The next two highest-ranking nominations will receive the Louis P. Nangeroni Honorable Mention (plaque) awards.

#### **6. Review Committee**

Following receipt of the nomination packages, the VACO ARC, representatives from A&MM and each of the VA Administrations and key staff offices will meet to evaluate and rank the nomination packages. The Committee Chairperson will be the Director, Materiel Policy, Operations, and Training. All committee members will receive an advance copy of the nominations prior to the review meeting.

Members will be tasked to individually evaluate and score the nominations. Winners will be determined by combining each nominee's scores assessed by each committee member and giving awards to the first place and honorable mention award winners. The committee chair (who will be a non-voting member) will break any ties. The VACO ARC will forward a list of the recommended winners to the DAS, OA&MM, who will make the final selection.

## **7. Presentation of First Place and Honorable Mention Awards**

The Deputy Secretary, or his designee, will be asked to present the annual Louis P. Nangeroni Award for Excellence in Logistics. Award recipients will be invited to VA Central Office for the award ceremony, which will be held during Acquisition and Materiel Management Week, usually the first week in November. OA&MM will fund the travel costs for the first place winner.

Award presentations should be publicized to the maximum extent possible, since it is a significant way of sharing information on materiel management improvements that result in better customer relations and patient care.

OA&MM will accommodate the special wishes of each of the VA Administrations and staff offices to ensure wide publicity and recognition of award recipients.

**DEPARTMENT OF VETERANS AFFAIRS  
LOUIS P. NANGERONI AWARD FOR EXCELLENCE IN LOGISTICS**

**NOMINATION GUIDELINES**

Nominations for the Louis P. Nangeroni Award for Excellence in Logistics **must** be prepared using the following format and cover an initiative that was accomplished within the past 2 fiscal years. The nomination must be no longer than four pages (two pages double-sided), using the Times New Roman font, 12 pitch, and double-spaced. Note that the cover page and synopsis are in addition to the 4-page limit.

Submit one hard copy, printed on paper that contains a minimum of 30 percent postconsumer material, to Freddie Martinez, Office of Acquisition and Materiel Management, Department of Veterans Affairs (0492A), 810 Vermont Avenue, NW, Washington, DC 20420. Also e-mail an electronic copy in MS Word format to Mr. Martinez at [freddie.martinez@va.gov](mailto:freddie.martinez@va.gov).

The deadline for the submission of nominations is **October 7, 2005**.

**Cover Page Information:**

1. Check one:  Individual Nomination       Group Nomination
  
2. Name and title (individual): \_\_\_\_\_  
\_\_\_\_\_
  
3. Group name: \_\_\_\_\_
  
- a. List names and titles of each group member: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. VA facility name and address: \_\_\_\_\_  
\_\_\_\_\_
  
5. Contact name, title, phone number, and e-mail address: \_\_\_\_\_  
\_\_\_\_\_
  
6. Synopsis. Provide a narrative of 100 - 150 words on a separate page, describing the activities and improvement or benefits resulting from the project. The synopsis will be used for introductory and promotional purposes.

7. **Narratives.** Provide a narrative for each of the following areas. Acronyms and terminology specific to the applicant's organization must be fully defined.

a. Describe your organization and how the nominee enhanced processes that resulted in improved operations/practices.

b. Describe the most significant impact or results of the implemented practice. (If possible, provide quantitative information; e.g., how the practice saved money, time, or improved efficiency.

c. Describe how this practice or function is creative (e.g., originality or new innovation, or streamlining an existing process).

d. Describe how this practice or function enhances customer service (internal or external).

e. Describe how this practice or function might be replicated or transferred elsewhere within VA or the Federal Government. (Mention whether or not other agencies or organizations have adopted this method.)

f. Briefly describe how this practice or function is consistent with the following management principles:

- Maximize the return on your investment
- Manage the inventory effectively
- Minimize the cost of your management systems
- Correctly utilizing your sources of supply
- Maximize reuse
- Meeting objectives and goals
- Enhance recycling and energy conservation efforts
- Ensure personnel are well trained

8. **Concurrence by Director/Senior Manager:**

a. Printed name: \_\_\_\_\_

b. Title: \_\_\_\_\_

c. Signature: \_\_\_\_\_

d. Date: \_\_\_\_\_

**NOTE:** Nominations lacking concurrence will not be considered for an award.