



DEPARTMENT OF VETERANS AFFAIRS
Deputy Assistant Secretary for Acquisition and Materiel Management
Washington, DC 20420

IL 90-97-10
April 24, 1997

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 Acquisition and Logistics Center, Austin Automation Center, Records Management Center, VBA Benefits Delivery Centers, and CHAMPVA Center; Director National Cemetery System; and the Executive Director and Chief Operating Officer for the National Acquisition Center

ATTN: Head of the Contracting Activity

SUBJ: Preparation of Proposed VAAR Changes

1. In an effort to execute and process VA Acquisition Regulation (VAAR) changes in a more timely manner, the Acquisition Policy Team has adopted the procedures that are used by the Civilian Agency Acquisition Council to initiate changes to the Federal Acquisition Regulation. This information letter provides a standardized format for the preparation of proposals to revise the VAAR.

2. Should an organization determine that new or revised VAAR coverage of a particular matter is warranted or that deletion of coverage is appropriate, the proposal for VAAR revision(s) should be prepared in the standardized format below. This will enable the Acquisition Policy Team to fully understand the intention of the submitter and process the change faster.

CHANGE RECOMMENDATION FORMAT:

PROBLEM: Briefly state the problem created by the current VAAR coverage and describe the factual or legal reasons requiring the change.

RECOMMENDATION: Identify the VAAR citation or Part to be revised or written. Attach a copy of the proposed changes. If a major rewrite is being proposed, the attachment shall reflect the text of the existing coverage, and the proposed additions or deletions. One way to do this is to indicate deleted coverage with lines through the current coverage being deleted and insertion of proposed language in brackets at the appropriate locations within the existing coverage.

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For a major rewrite of a Part or Subpart, a "side-by-side" depiction of the changes is helpful.

DISCUSSION:

1. Include a discussion of the background of the case, why the change is necessary, and how the recommended change will solve the problem. Address advantages and disadvantages of the proposed revisions as well as any cost or administrative impact upon VA activities and contractors.
2. If the case reflects a substantive rewrite, identify each VAAR division and provide a statement regarding its status and the rationale for the change, e.g., rewritten for clarity, deleted as unnecessary or duplicative, moved to (specify), combined with (specify), etc.
3. Proposed VAAR revisions should be submitted through the Head of Contracting Activity (HCA) for field contracting activities, or through appropriate approval channels in VACO. Proposed VAAR changes should be forwarded to the Office of Acquisition and Materiel Management, Acquisition Policy Team (95A).
4. Participation by VA contracting activities in the VAAR change process will significantly increase the utility of the regulation. I encourage contracting activities to prepare and submit proposed VAAR changes in the format set forth in this information letter. Please contact Ramona Jones, Acquisition Policy Team, (202) 273-8821, if you have any questions.
5. The above procedures also apply to changes to the Federal Acquisition Regulation (FAR). All proposed FAR changes must be submitted to 95A for further processing to the FAR Council.
6. This information letter supersedes IL-90-92-3 dated June 11, 1992.

/s/Gary J. Krump