

**CHAPTER 284: VETERANS HEALTH ADMINISTRATION: ACQUISITION AND MATERIEL  
MANAGEMENT SERVICE (AMMS) – ADMINISTRATION**

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## 1 PURPOSE AND SCOPE

This document outlines Space Planning Criteria for Chapter 284: Acquisition and Materiel Management Service – Administration. It applies to all medical facilities at the Department of Veterans Affairs (VA).

## 2 DEFINITIONS

- A. Concept of Operations: A user-developed guide to the functional operation of the VA healthcare facility. It defines the function of the facility and the scope of medical or optometric services to be provided in the new or remodeled space.
- B. Departmental Net to Gross (DNTG) Conversion Factor: A parameter, determined by the VA for each space planning criteria chapter, used to convert the programmed Net Square Foot (NSF) area to the Department Gross Square Foot (DGSF) area. The **DNTG** Departmental Conversion Factor for **AMMS-Administration** is **1.30**.
- C. Full-Time Equivalent (FTE): A staffing parameter equal to the amount of time assigned to one full time employee. It may be composed of several part-time employees whose total time commitment equals that of a full-time employee. One FTE equals 40 hours per week.
- D. Input Data Statement: A set of questions designed to elicit information about the healthcare project in order to create a Program for Design (PFD) based on the criteria parameters set forth in this document. Input Data Statements could be Mission related, based in the project's Concept of Operations; and Workload or Staffing related, based on projections and data provided by the VHA or the VISN about the estimated model of operation. This information is processed through mathematical and logical operations in SEPS.
- E. Program for Design (PFD): A space program based on criteria set forth in this document and specific information about Concept of Operations, workload projections and staffing levels authorized.
- F. SEPS (VA-SEPS): Acronym for Space and Equipment Planning System, a digital tool developed by the Department of Defense (DoD) and the Department of Veterans Affairs to generate a Program for Design (PFD) and an Equipment List for a VA healthcare project based on specific information entered in response to Input Data Questions. VA-SEPS incorporates the propositions set forth in all VA space planning criteria chapters. VA-SEPS has been designed to aid healthcare planners in creating a space plan based on a standardized set of criteria parameters.

## 3 OPERATING RATIONALE AND BASIS OF CRITERIA

- A. Workload Projections or planned services / modalities for a specific VA medical center, hospital or satellite outpatient clinic project are provided by the VA Central Office (VACO) / VISN CARES Capacity Projection Model. The workload projections are generated by methodology based upon the expected veteran population in the respective market / service area. Healthcare planners working on VA medical center, hospital or satellite outpatient clinic projects will utilize and apply the workload based

criteria set forth herein for identified services and modalities to determine room requirements for each facility.

- B. Space planning criteria have been developed on the basis of an understanding of the activities involved in the functional areas of Acquisition and Materiel Management Service Administration and its relationship with other services of a medical facility. These criteria are predicated on established and/or anticipated best practice standards, as adapted to provide environments supporting the highest quality health care for Veterans.
- C. These criteria are subject to modification relative to development of current operational methods and subsequent planning and design. The selection of the size of Acquisition and Materiel Management Service Administration is determined by VACO and upon Veterans Health Administration (VHA) anticipated needs.

#### 4 PROGRAM DATA REQUIRED (Input Data Questions)

- A. Mission Input Data Statements
  - 1. Is an AMMS Assistant Chief FTE position authorized? (M)
  - 2. Is a Supervisor AMMS FTE position authorized? (M)
- B. Staffing Input Data Statements
  - 1. How many AMMS Clerical FTE positions are authorized? (S)
  - 2. How many AMMS Technical FTE positions are authorized? (S)

#### 5 SPACE CRITERIA

- A. Administrative Areas
  - 1. **Office, Chief (OFC02).....150 NSF (13.9 NSM)**  
*Provide one for AMMS-Administration Service.*
  - 2. **Office, Secretary and Waiting (SEC01).....120 NSF (11.2 NSM)**  
*Provide one for AMMS-Administration Service.*
  - 3. **Office, Assistant Chief (OFA01 / OFA02).....120 NSF (11.2 NSM)**  
*Provide one for AMMS-Administration Service if an Assistant Chief FTE position is authorized in Concept of Operations; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.*
  - 4. **Office, Supervisor, Acquisition and Materiel Management (AMM) Service (OFA01 / OFA02) .....100 NSF (9.3 NSM)**  
*Provide one for AMMS-Administration Service if authorized in Concept of Operations; provide OFA01 if standard furniture is authorized; or, OFA02 if systems furniture is authorized.*
  - 5. **Cubicle, Clerical and Technical (OFA03)..... 80 NSF (7.4 NSM)**  
*Provide one per each Clerical and Technical FTE position authorized.*

80 NSF is standard large cubicle space, technical personnel particularly need additional space for catalogues, notebooks and other materials.

6. **Bid Opening Room (CRA01)** ..... **150 NSF (13.9 NSM)**  
*Provide one for AMMS-Administration Service.*

This room will accommodate 8 to 10 people involved in pre-bid conferences, bid openings and general meetings with contractors and medical center personnel. The room will also be used as a small catalog library, a place for holding contract documents, an area for reviewing contract documents and meeting of Acquisition and Materiel Management (AMMS) Service personnel.

**6 PLANNING AND DESIGN CONSIDERATIONS**

- A. Departmental net-to gross factor (**DNTG**) for Acquisition and Materiel Management Service – Administration is **1.30**. This number when multiplied by the programmed net square foot (NSF) area determines the departmental gross square feet.

## 7 FUNCTIONAL RELATIONSHIPS

Relationship of Acquisition and Materiel Management Service-Administration to Services Listed Below:

**TABLE 1: FUNCTIONAL RELATIONSHIP MATRIX**

SERVICE	RELATIONSHIP	REASONS
AMM Service – SPD Central	3	G,I
Engineering Service	3	K
Laboratory Service	3	I
Loading Dock	3	G,I
Medical Center Administration	3	I
Pharmacy – Inpatient	3	I
Surgical Service	3	G,I
Dietetic Services	4	I
Inpatient Units	4	K

### Legend

#### Relationship:

1. Adjacent
2. Close / Same Floor
3. Close / Different Floor Acceptable
4. Limited Traffic
5. Separation Desirable

#### Reasons:

- A. Common use of resources
- B. Accessibility of supplies
- C. Urgency of contact
- D. Noise or vibration
- E. Presence of odors or fumes
- F. Contamination hazard
- G. Sequence of work
- H. Patient convenience
- I. Frequent contact
- J. Need for security
- K. Closeness inappropriate

### 8 FUNCTIONAL DIAGRAM

