

Material Movement Process Checklist

	RESPONSIBLE	ACTIVITY	COMPLETE
Develop material movement strategy	VISN Logistics	Provide oversight over supply chain personnel charged with transporting equipment	
	VAMC Logistics	Prepare plans/schedules to ensure equipment arrives at its intended destination in a timely manner	
Develop transportation plans	VISN Logistics	Prepare delivery plans/schedules to ensure equipment arrives at its intended destination in a timely manner	
Handle purchased item	VAMC Logistics	Repackage as needed	
	VAMC Logistics	Verify inventory records are accurately maintained	
Transfer equipment	PEO	Provide systems and tracking support to material movement personnel	
	PEO	Track delivery status to provide quality control/assurance across supply chain	
	VAMC Logistics	Ensure equipment is safely transported from/to inventory storage site, VHA facilities, or other intended location	
	VAMC Equipment Program Manager	Coordinate with Logistics to ensure safe and timely transfer of facility equipment	

	RESPONSIBLE	ACTIVITY	COMPLETE
Redistribute items	VISN Logistics	Redistribute equipment	
	PEO	Track redistribution/enterprise balancing of equipment items	
Expedite item transfer	VAMC Logistics	Marshal additional resources/personnel to ensure efficient and timely material movement, when relevant	
	VAMC Equipment Program Manager	Coordinate with Logistics to marshal additional facility resources/ personnel to ensure efficient and timely material movement	