NX Information Flow – Master Overview

PADMD-Based Information Control for Nonexpendable Equipment

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# Section I – Purpose & Vision

We control the information → We control the inventory → We satisfy compliance.

The purpose of this plan is to establish a clear, disciplined system for managing nonexpendable equipment (NX) at the Pittsburgh VA.

Our vision is simple and direct: when we control the flow of information, we control the assets. When assets are under control, compliance follows naturally.

Key objectives include replacing ad-hoc file structures with a lifecycle-driven PADMD framework, embedding compliance into daily operations, and positioning NX as the central authority for information flow.

# Section II – Core Principles

Every physical action produces a data event.

Transparency without chasing files — stakeholders see information on demand.

Compliance embedded directly into operations.

Platform-agnostic, system-first design: UI is replaceable, structure is not.

Clear roles and accountability: IMS, COs, MH, and shops all have defined duties.

# Section III – Stakeholders & Roles

Internal: Supervisor, IMS, Scan Team, Material Handling.

External: OIT, Biomed, FMS, Clinical/Admin Services.

Leadership: Facility Director, VISN, Auditors.

Oversight Anchors: AO, COs and delegates.

Accountability trail enforced: IMS manage, COs request, MH logs custody, shops provide BoH.

# Section IV – PADMD Structure & Compliance Mapping

Planning: SEPG prep, IMS assignments, OA3, strategic forecasting. Ensures EILs are tied before acquisition.

Acquisition: All assets tagged at receipt by MH. Eliminates ghost assets.

Deployment: IMS update locations. COs request all changes. MH logs custody.

Maintenance: Annual inventories, no exceptions. <95% = 6-month re-check. Shops submit BoH.

Disposition: Unified turn-ins, inspections, ROS, Excess, Unicor, recycling. ROS close in 60 days.

Contingency: Controlled templates + Uber-Tracker ensure accountability even during outages.

# Section V – Governance & Oversight

Quarterly governance reviews update forms, metadata, taxonomy.

EIL assignments validated regularly to prevent custodial gaps.

Annual leadership review with AO, COs, and Facility Director covering inventories, ROS, dispositions.

Oversight is not optional: Directors and AOs act on compliance metrics surfaced directly.

# Section VI – Dashboards (Proof-of-Concept Windows)

* PPM monitors requests, inventories, and dispositions by IMS/EIL.
* OIT counters track simple in/out tallies.

ROS view shows per-IMS case status tied to approval portal.

Libraries and metadata evolve into Service Line/EIL views.

Dashboards are windows, not the system. Real control is enforced data flow.

# Section VII – OIG & QCR Alignment

Lost Assets: Assets tagged at receipt, verified annually. No ghost entries.

Wrong Locations: IMS update, COs request moves, MH logs custody. Silent moves eliminated.

Idle/Unused Assets: Planning ties acquisitions to SEPG. Disposition requires BoH for reuse/excess.

Inventory Loopholes: No exceptions. Annual inventory enforced. <95% = 6-month re-check.

Reports of Survey: Tracked end-to-end, closed within 60 days.

Leadership Oversight: Governance and live metrics enforce accountability.

# Section VIII – Contingency Operations

Trigger: Contingency activates during SharePoint/Flow or network outages.

Email Templates: Controlled format with unique IDs in subject lines (PPM-ERQ, PPM-TRN, PPM-ROS, etc.).

Uber-Tracker: Master spreadsheet logs all entries with unique IDs.

Reconciliation: Post-restoration, records migrate back into PADMD, IDs ensure continuity.

Compliance: Auditors see an unbroken chain of custody, even during outages.

# Section IX – Bottom Line

PADMD is the backbone. Every action produces a compliance record.

Material Handling integrated at custody points.

* IMS own inventories, COs initiate changes, shops provide BoH.

Dashboards remain proof-of-concept windows — enforced flow is the system.

We control the information → We control the inventory → We satisfy compliance.