Section IV – PADMD Structure & Compliance Mapping

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The PADMD lifecycle — Planning, Acquisition, Deployment, Maintenance, and Disposition — is the backbone of the NX information flow model. Each stage creates, captures, or updates data records that directly align with OIG and QCR compliance requirements. By enforcing PADMD discipline, every NX asset is accounted for from entry to final disposition.

# Planning

Planning anchors the lifecycle. It includes SEPG preparation, OA3 readiness, IMS assignments, and strategic forecasting through the Equipment Committee. IMS are expected to be experts in SEPG, ensuring that equipment cannot progress without an assigned EIL. This closes the gap where assets historically entered the system with no custodial assignment. Planning also drives five-year replacement strategies and prevents overbuying that leads to idle assets.

Compliance tie: Ensures assets are tied to EILs early, prevents idle or untracked equipment, and satisfies QCR demands for forward planning.

# Acquisition

Acquisition covers requisitions, approvals, and receiving. Every NX asset is EE-tagged by Material Handling before deployment. Emergency purchases are documented with the same rigor as planned acquisitions. All assets are linked to an EIL at the moment of tagging, eliminating the possibility of ghost assets.

Compliance tie: Guarantees tagging and accountability at entry, addressing OIG’s findings of unaccounted equipment.

# Deployment

Deployment is where assets are placed into service. IMS are responsible for updating locations in the system. Custodial Officers (or their delegates) are required to submit requests for any changes (relocations, transfers, loans, etc.) through controlled intake forms. Material Handling logs physical movements, ensuring every relocation is paired with a data entry.

Compliance tie: Eliminates OIG’s identified problem where one-third of assets were not at their recorded location.

# Maintenance

Maintenance enforces accountability throughout the asset’s useful life. Annual inventories are mandatory, with no exceptions. Any EIL falling below 95% accuracy must undergo a re-check within six months. Loaned equipment is tracked through a formal loan registry. For equipment deemed reusable, Bills of Health are required from OIT, Biomed, or FMS shops. NX does not chase these reports — they must be submitted with the asset.

Compliance tie: Prevents idle or unsafe assets from circulating, addresses OIG concerns with incomplete inventories, and enforces accuracy standards.

# Disposition

Disposition governs the retirement of assets. This includes turn-ins, inspections, ROS, Excess, Unicor, recycling, and final disposal confirmations. Pittsburgh’s new tools unify previously scattered processes into a single, robust workflow. ROS cases are tracked through initiation, approval, and closure, with strict enforcement of 60-day completion. Excess postings require Bills of Health, ensuring only verified equipment moves forward.

Compliance tie: Resolves OIG findings of incomplete or missing ROS cases and prevents unverified assets from re-entering circulation.

# Contingency

Contingency operations ensure accountability continues even during system outages. Controlled templates and a master contingency tracker (Uber-Tracker) capture intake during downtime. After restoration, records are migrated back into PADMD to maintain an unbroken chain of custody.

Compliance tie: Guarantees auditors see continuity of records and no accountability gaps, even during outages.

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PADMD turns scattered processes into a single lifecycle. Every stage enforces compliance.