

## **VA FACILITIES DEDICATION PLAQUES AND SEALS PROCUREMENT**

1. **PURPOSE:** To establish procedures for the procurement of Dedication Plaques and Seals at Department of Veterans Affairs (VA) facilities.
2. **POLICY:**
  - a. The Office of Construction & Facilities Management (003C2B) or field based Project Manager will initiate the procurement of Dedication Plaques and Seals for VHA construction and leased projects.
  - b. Each VA Medical Center is responsible for the procurement of Dedication Plaques and Seals for delegated construction projects and leased satellite outpatient clinics having less than 15,000 patient visits per year.
  - c. The National Cemetery Administration (NCA) is responsible for their dedication plaque design and the procurement of their Dedication Plaques and Seals. The project managers will notify the Technical Support Service (401B) at least 120 days in advance of the project completion date to order Dedication Plaques and Seals.

*NOTE: Once dedication plaques have been ordered, the inscription data will remain unchanged even if there are personnel changes prior to the dedication.*

3. **RESPONSIBILITIES:**
  - a. The Project Management Service (00CFM3B)/field based Project Mangers and the Real Property Service (00CFM3C), will:
    - 1) Provide a list of projects and delegated projects needing Dedication Plaques and Seals for the upcoming fiscal year when requested by the Facilities Quality Service (00CFM1A);
    - 2) Obtain design, layout, and inscription data for Plaques and Seals from the Facilities Quality Service (00CFM1A). An electronic version of these is available under Plaques and Seals Details and may be downloaded through use of AutoCAD 2000 or later version of the software.
    - 3) Notify the facility supply officer to order Dedication Plaques and Seals 120 days prior to installation in order to ensure timely delivery; and
    - 4) Check rubbings for content and spelling, when requested.
  - b. The Chief, Facilities Quality Service (00CFM1A) will:
    - 1) Maintain and provide up-to-date Dedication Plaque and Seals and inscription data as needed; and

- 2) Provide direction for any special requirements not covered in this procedure.
4. INSCRIPTIONS: Standard dedication inscriptions are contained in the attachments A through D. The following guidance is provided for consistency:
    - a. Use the name of the Senior Resident Engineer who finishes the project. An exception is the case where the Senior Resident Engineer had charge of the project during the greater part of the construction and was transferred shortly before completion.
    - b. Check correct titles of the architect/engineer (A/E) firms and general contractors so that the preferred wording can be used. Examples are, "Architect," "Architect-Engineer," "Builder," "Builder-Contractor," or "General Contractor."

**ATTACHMENT A**

GUIDE SHEET  
FOR  
DEDICATION PLAQUES

(Name)  
PRESIDENT OF THE UNITED STATES

(Name)  
SECRETARY OF VETERANS AFFAIRS

(Name)  
UNDER SECRETARY FOR HEALTH

(Name)  
CHIEF FACILITIES MANAGEMENT OFFICER

(Name)  
MEDICAL CENTER DIRECTOR

(Name)  
SENIOR RESIDENT ENGINEER

(Name)  
ARCHITECT/ENGINEER

(Name)  
GENERAL CONTRACTOR

(Name)  
DESIGN ARCHITECT/ENGINEER

(Name)  
DESIGN BUILD  
ARCHITECT/ENGINEER/CONTRACTOR

DEDICATED  
(Year)

This format is used for any Veterans Health Administration (VHA) project.

**ATTACHMENT B**

GUIDE SHEET  
FOR  
DEDICATION PLAQUES

(Name)  
PRESIDENT OF THE UNITED STATES

(Name)  
SECRETARY OF VETERANS AFFAIRS

(Name)  
UNDER SECRETARY FOR HEALTH

(Name)  
MEDICAL CENTER DIRECTOR

(Name)  
SENIOR RESIDENT ENGINEER

(Name)  
ARCHITECT/ENGINEER

(Name)  
GENERAL CONTRACTOR

(Name)  
DESIGN ARCHITECT/ENGINEER

(Name)  
DESIGN BUILD  
ARCHITECT/ENGINEER/CONTRACTOR

DEDICATED  
(Year)

This format is used for any Veterans Health Administration (VHA) project in which both design and construction are delegated to the medical center.

**ATTACHMENT C**

GUIDE SHEET  
FOR  
DEDICATION PLAQUES

(Name)  
PRESIDENT OF THE UNITED STATES

(Name)  
SECRETARY OF VETERANS AFFAIRS

(Name)  
UNDER SECRETARY FOR BENEFITS

(Name)  
CHIEF FACILITIES MANAGEMENT OFFICER

(Name)  
REGIONAL OFFICE DIRECTOR  
or  
REGIONAL OFFICE AND INSURANCE  
CENTER DIRECTOR

(Name)  
SENIOR RESIDENT ENGINEER

(Name)  
ARCHITECT/ENGINEER

(Name)  
GENERAL CONTRACTOR

(Name)  
DESIGN ARCHITECT/ENGINEER

(Name)  
DESIGN BUILD  
ARCHITECT/ENGINEER/CONTRACTOR

DEDICATED  
(Year)

This format is used for any Veterans Benefits Administration (VBA) Regional Office or Regional Office and Insurance Center project.

**ATTACHMENT D**

GUIDE SHEET  
FOR  
DEDICATION PLAQUES

(Name)  
PRESIDENT OF THE UNITED STATES

(Name)  
SECRETARY OF VETERANS AFFAIRS

(Name)  
UNDER SECRETARY FOR HEALTH

(Name)  
MEDICAL CENTER DIRECTOR

DEDICATED  
(Year)

This format is used for leased satellite outpatient clinics having over 15,000 patient visits a year.

**ATTACHMENT E**

GUIDE SHEET  
FOR  
DEDICATION PLAQUES

(Name)  
PRESIDENT OF THE UNITED STATES

(Name)  
SECRETARY OF VETERANS AFFAIRS

(Name)  
UNDER SECRETARY FOR HEALTH

(Name)  
OFFICE OF CONSTRUCTION & FACILITIES MANAGEMENT

(Name)  
MEDICAL CENTER DIRECTOR

(Name)  
SENIOR RESIDENT ENGINEER

(Name)  
DESIGN ARCHITECT/ENGINEER

(Name)  
DESIGN BUILD  
ARCHITECT/ENGINEER/CONTRACTOR

DEDICATED  
(Year)

**ATTACHMENT F**

**MANUFACTURERS**

Any bronze manufacturer can provide Plaques or Seals through VA Small Business Administration.

**DEPARTMENT OF VETERANS AFFAIRS DEDICATION WALL PLAQUES:**

ATTACHMENT A .....Medical Center (24" x 36")

ATTACHMENT B .....Delegated Medical Center (24" x 36")

ATTACHMENT C .....Veterans Benefits (24" x 36")

ATTACHMENT D .....Satellite Outpatient Clinics Only (24" x 30")

24" x 30" ..... \$ \_\_\_\_\_

24" x 36" ..... \$ \_\_\_\_\_

**DEPARTMENT OF VETERANS AFFAIRS SEALS:**

14" Seal .....\$ \_\_\_\_\_

30" Seal .....\$ \_\_\_\_\_

36" Seal .....\$ \_\_\_\_\_

48" Seal .....\$ \_\_\_\_\_