



Acquisition Management System Guidance

Acquisition System Advisory Group (ASAG) Charter

April 2025

1 PURPOSE

This charter documents and communicates the vision, mission, responsibilities, organization, decision-making process, and membership of the Acquisition System Advisory Group (ASAG), a subordinate group to the Acquisition Executive Board (AEB) and derives its authority as a review body from that board as well as the FAA Acquisition Executive (FAE).

2 DISTRIBUTION

The ASAG charter is available via the FAA Acquisition System Toolset (FAST) and retrievable at <http://fast.faa.gov>.

3 BACKGROUND

The FAA Acquisition Management System (AMS) establishes policy and guidance for all aspects of lifecycle acquisition management for the Federal Aviation Administration. It is a fully coordinated set of policies, processes, and computer-based management tools that guide the workforce through the lifecycle management process from the determination of service needs to the procurement and lifecycle support of products and services that satisfy those needs. It also defines all procurement policy and guidance for the agency. This includes the determination and prioritization of agency service needs; the specification of operational and performance requirements; the analysis of alternative solutions; the establishment of investment programs; the allocation and expenditure of resources; the procurement and deployment of investment products and services; the in-service management of fielded assets; and the disposal of obsolete resources.

AMS policy is mandatory and applies to all investment programs managed at headquarters, regions, service areas, centers and other field activities regardless of any cost and any appropriation. Other aspects of AMS, including templates, guidance and procedures are also located on FAST and are subject to the change management process and potential ASAG review.

AMS Policy Section 1.2.13 AMS Change Management establishes the ASAG as the organization responsible for evaluating proposed changes to the AMS to ensure they improve and strengthen it and are consistent with agency direction. The ASAG is a cross-organizational body that serves as the technical arm of the Acquisition Executive Board (AEB) which authorizes all AMS policy changes. They provide guidance and advice to the Federal Aviation Administration (FAA) on matters related to the acquisition and procurement processes within the agency. The ASAG Board shall serve as an independent body composed of knowledgeable stakeholders from various sectors, with the objective of improving the efficiency, effectiveness, and transparency of the FAA's acquisition system.

4 VISION

Through its role as an advisory body to the Acquisition Executive Board, the Acquisition System Advisory Group will develop and refine potential AMS changes to continuously improve FAA Acquisition process.

5 MISSION

The ASAG will implement its vision by meeting regularly to review, discuss and refine proposed changes/improvements to AMS policy, procedure, guidance, and other supporting documents. It will encourage open and candid discussions around potential benefits of proposed changes, as well as recommending further study when consensus is elusive and additional analysis may be useful. It will maintain a membership that consists of all relevant stakeholders, ensuring that any vacancies are filled in a timely fashion. It will seek to continuously improve AMS with the needs of the agency, and not any individual organization, as paramount.

6 RESPONSIBILITIES

ASAG responsibilities include:

- Identifying opportunities to improve AMS and initiating corrective action.

- Serving as a forum for discussion of mandatory AMS policy as well as templates, guidance, and procedures
- Evaluating change proposals to determine if the changes improve AMS and are consistent with the FAA mission.
- Ensuring all acceptable change proposals are fully socialized with all affected stakeholders and made ready for inclusion in the AMS.
- Endorsing fully developed, non-editorial change proposals for approval by the appropriate authority.
- Consulting and coordinating with service organizations, lines of business stakeholders, and other management teams regarding change proposals.
- Facilitating communication with all organizations impacted by AMS change proposals.
- Identifying AMS-related issues and facilitating resolution at the appropriate management level.
- Accomplishing a variety of work activities. For example: ASAG members can develop changes or solicit the help of other individuals and groups. If required, ASAG members will establish working groups and occasionally lead such groups. ASAG members will also monitor and influence the content of acquisition management policy and guidance developed by non-ASAG-sponsored working groups.

7 ORGANIZATION AND ADMINISTRATION

A. Membership

The ASAG is a corporate, cross-organizational body representing broad aspects of the acquisition management lifecycle and the management disciplines that support it. The ASAG has permanent representatives from FAA Lines of Business and Staff Offices who participate as necessary to assist with changes pertaining to their organizational responsibilities. The full ASAG membership is identified in the appendix to this Charter.

B. Chairperson

The Manager, Acquisition Policy Division, AAP-100, is the Change Manager for the AMS and the chairperson of the ASAG. The ASAG Chairperson is supported by an Executive Secretariat, who is a permanent member of the ASAG.

8 DECISION MAKING PROCESS

Only ASAG members can submit a change proposal to the ASAG for consideration. In addition, members of the Acquisition Executive Board may also submit proposals for ASAG consideration, but generally do so through their respective ASAG representative. ASAG members are responsible for attending each ASAG meeting and for responding to all electronic review requests.

ASAG members review and assist with the development of a proposed change from within their organization before submitting to the ASAG Executive Secretariat. This is to ensure the proposed change is aligned with their organizational needs, can be implemented, and has organizational support. ASAG members achieve this by working with managers and subject-matter experts within their organization to inform, solicit guidance, resolve issues, and reach consensus. When approval is reached within the ASAG member's organization, the change is presented to the ASAG for corporate review.

AMS change proposals are designated either as minor or significant by the ASAG Chairperson. Minor changes do not alter the intent of existing policy or guidance and are supportive of it. Minor changes are approved by the ASAG Chairperson, as well as the AEB Chairperson, presented to the ASAG and AEB for awareness, and then incorporated into AMS during the quarterly update process. Significant changes alter AMS policy or guidance substantively.

For all significant changes the ASAG coordinates, through the member submitting the change, with representatives and managers from all impacted organizations to resolve issues and achieve consensus. After evaluating the proposed significant changes, the ASAG may, if necessary, establish and direct work groups to further develop and resolve issues pertaining to the change. The ASAG coordinates with representatives and managers from impacted organizations to resolve issues and achieve consensus. When ASAG agreement is reached, the ASAG Executive Secretariat and ASAG Chairperson forwards the change to the AEB for final review and concurrence. Upon AEB concurrence, the AEB Chairperson approves AMS guidance changes or forwards AMS policy changes to the FAE (FAA Acquisition

Executive) for final approval. It is then incorporated into AMS during the quarterly update process.

The ASAG defines consensus as:

A state of mutual agreement where all legitimate concerns of ASAG members have been addressed to the satisfaction of the ASAG. Consensus is not conformity, or a majority of members agreeing, or everyone agrees about everything. Consensus is a decision that ASAG members can live with and fully support in a change proposal.

If the ASAG is unable to come to consensus, the ASAG Chairperson consults with the AEB for resolution of issues, concerning mandatory policy changes. Guidance changes are escalated to the Director, Acquisition Policy and Oversight for a decision.

9 APPROVAL PROCESS

The ASAG chairperson forwards minor changes directly to the AEB Chairperson for final approval.

Significant changes are endorsed by the ASAG and AEB, before being submitted to the AEB Chairperson for approval of Guidance changes, or from the AEB Chairperson to the FAE for final approval of policy changes.

10 DOCUMENTATION

The Executive Secretariat shall keep and distribute meeting notes as the official record of decisions made by the ASAG.

11 REPORTING

Following ASAG concurrence, AEB concurrence and FAE approval, The Office of Life Cycle Acquisition Policy will process changes for incorporation into FAST, which is updated quarterly during the months of January, April, July, and October.

12 EFFECTIVE DATE AND APPROVAL OF CHARTER

This Charter and any amendments thereto become effective immediately upon the signature of the Director, Acquisition Policy and Oversight.

Approved by:

**JAKE LENO
LEWIS**

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Date: 2024.03.04 12:16:38
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Director, Acquisition Policy and Oversight, AAP-1

APPENDIX - ASAG MEMBERSHIP AND AREA OF RESPONSIBILITY

Core Members	Representative From	Functional Area Represented	Coordination Responsibilities
Michelle Brune AAP-100 202-267-7328	Acquisitions and Business Services	ASAG Chairperson	ASAG AEB
Stephen Mangan AAP-110 404-954-4137	Acquisitions and Business Services	Procurement Policy	AAP
Irene Langweil AAP-130 202-267-3338	Acquisitions and Business Services	Lifecycle Acquisition Management Policy	AAP

John Sze AAP-200 202-267-0311	Acquisitions & Business Services	Joint Resources Council Executive Secretariat	AAP
Gavin Byrne AAQ-220 202-267-0423	Acquisitions & Business Services	Acquisition & Contracting	AAQ
Jordan Mechanic AFI-100 202-267-0133	Finance/Investment Planning and Analysis	Investment Analyses and Business Case Analysis	AFI
Vincent Telfer ANG-B13 202-267-2725	NextGen	Concept and Requirements Definition	ANG
Tracy Umstead AJI-0 202-267-6582	ATO Safety	In-Service Decision/Independent Operational Assessment/ Safety Management	AJI
Ryan Brode AJM-121 202-267-7325	ATO Program Management	PMO Program Control & Integration	AJM
Reagan Fitzpatrick AJM-3 202-267-8135	ATO Program Management	Enterprise Services	AJM
Monique Lance AJW-164 202-267-9694	ATO Technical Operations Service	Personal Property/NAS Operational Issues	AJW
Gina Perez AGC-520 206-231-3020	Office of the Chief Counsel	Legal	AGC
Sharon Lombardi ASP-2 631-468-1152	Enterprise Investment	Information and Technology	AIT
John Swaney AIS-110 847-294-7224	Information Systems Security		
Jacqueline Pino AQS-200 202-845-5889	Aviation Safety	Aviation Safety	AVS
Tiffany Smith AFI-500 973-803-3406	Finance/Investment Planning and Analysis	Acquisition Oversight	ABA
Darren Jerome AJW-L000 405-441-1083	ATO Technical Operations	Logistics	AJW
Xiaogong Lee ANG-E5A 609-485-6967	NextGen	Test and Evaluation	ANG
Alternate Members	Representative From	Functional Area Represented	Coordination Responsibilities
Stacie Huelsbeck AAP-110 404-305-5807	Acquisition and Business Services	Procurement Policy	AAP

David L. Williams AAP-130 202-267-8051	Acquisitions and Business Services	Lifecycle Acquisition Management Policy	AAP
Fawn Freeman AJM-4 202-267-0982	ATO Program Management	PMO Enterprise Services	AJM
Roxanne L. Ward AJM-2 202-267-0731	ATO Program Management	PMO Air Traffic Services	AJM
Shane Hart AFI-100 202-267-8062	Finance/Investment Planning and Analysis	Investment Analysis and Business Case Analysis	AFI
Brandy Ingargiola AAP-200 202-267-0351	Acquisitions & Business Services	Joint Resources Council Secretariat	AAP
Kimberly Gill ANG-B1 202-267-2710	NextGen	Concept and Requirements Definition	ANG
Wanda Lopez- Labarbera ANG-E5A 609-485-5236	NextGen	Test and Evaluation	ANG
Henry Hsu AIS-110 202-267-1004	Information Systems Security	Information Security	AIT
Theresa Houseknecht AFI-500 202-267-0742	Finance/Investment Planning and Analysis	Acquisition Oversight	ABA
Krista Brash AJW-L100 405-639-2399 Scott Aylward AJW-L300 405-212-8324	ATO Technical Operations	Logistics Maintenance Support Program	AJW
George Kinsey AGC-520 202-267-7564	Office of the Chief Counsel	Legal	AGC
Jeremy Aaronson AJM-121 202-267-7171	ATO Program Management	PMO Control & Integration	AJM
Ad Hoc Members	Representative From	Functional Area Represented	Coordination Responsibilities
Atul Celly AIN-10 202-267-5662	Office of Security & Hazardous Materials Safety	Security	ASH
Carrie Brown ARP-10 202-267-1187	Office of Airports	Airports	ARP
Support Staff	Representative From	Functional Area Represented	Coordination Responsibilities
Colleen Gutrick AAP-130 202-267-3777	Acquisitions & Business Services	ASAG Executive Secretariat	AAP

Jermell Spence AAP-130 202-267-6466	Acquisitions & Business Services	Life Cycle Acquisition Policy	AAP
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