

	Acquisition Management System Change Request Form	
Change Request Number:	24-02	
Description of the Change:	Revised AMS Non-Disclosure Agreement (NDA) Template	
Select the type of Change Request: *Policy changes require FAE endorsement.	Guidance	
Section:		
PART 1: ENDORSEMENTS		
Manager, Acquisition Policy Branch Endorsement: AAP-110, Procurement Policy Branch	☒ Approved ☐ Disapproved	Electronic Signature/Date: MONICA M RHEINHARDT Digitally signed by MONICA M RHEINHARDT Date: 2023.11.20 10:36:25 -05'00'
Acquisition System Advisory Group (ASAG) Chairperson Endorsement:	☒ Approved ☐ Disapproved	Electronic Signature/Date: MICHELLE G BRUNE Digitally signed by MICHELLE G BRUNE Date: 2023.11.21 08:19:46 -05'00'
Acquisition Policy and Oversight (AAP) Director Endorsement:	☒ Approved ☐ Disapproved	Electronic Signature/Date: JAKE LENO LEWIS Digitally signed by JAKE LENO LEWIS Date: 2023.12.04 09:19:30 -05'00'
FAA Acquisition Executive (FAE) Endorsement: *Only required for Policy Changes	Approved Disapproved	Electronic Signature/Date:

PART 2: GENERAL INFORMATION

Change Request (CR) Number: 24-02

Date Received: 11/20/23

CR Title: Revised Non-Disclosure Agreement Template

Summary of Change: Revise AMS NDA template to remove the reference to "procurement sensitive" information and add more examples of information that may be prohibited from disclosure by applicable law, and include statutory reference for basis of "information" definition.

Reason for Change: On multiple occasions, individuals have refused to sign the existing AMS Non-Disclosure Agreement Template and instead requested these edits to better define the information protected from disclosure.

Initiator Contact Information:

Name:

Zachary Spencer

Phone:

571-999-5217

Initiator Organization Name:

Procurement Policy Branch

Routing Code:

AAP-110

ASAG Member Contact Information:

Name:

Monica Rheinhardt

Phone:

202-267-1441

Development, Review, and Concurrence:

AGC

Target Audience:

Acquisition Workforce

ASAG Briefing:

(To be completed by secretariat)



YES



NO

Date:

ASAG Responsibilities:

None

AEB Briefing:

(To be completed by secretariat)



YES



NO

Date:

AEB Responsibilities:

None

PART 3: FAST PUBLICATION INFORMATION

Impacted AMS Section:

NOTE: Please choose only one. If additional sections are impacted, submit a separate CR form for each.

Procurement Tools & Resources

Procurement Templates

Section/Text Location:

Procurement Templates - Source Selection

Links:

https://fast.faa.gov/PPG_Procurement_Templates.cfm

Redline Validation:

NOTE: The redline version must be a comparison with the current published FAST version.



I confirm I used the latest published version to create this change/redline.

OR



This is new content.

Attachments:

nondisclosureagreement final
nondisclosureagreement redline

Other Files:

Powerpoint: "CR - NDA Template - webpage revision for date" -- indicates corresponding revisions to FAST webpage