

	Acquisition Management System Change Request Form	
Change Request Number:	24-11	
Description of the Change:	AMS Policy 3.13.2.1 - Remove reference to AGC-500 Branch	
Select the type of Change Request: *Policy changes require FAE endorsement.	Administrative Policy	
Section:	AMS Policy 3.13.2.1	
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: 2023.12.08 09:57:34 -05'00'
Acquisition System Advisory Group (ASAG) Chairperson Endorsement:	☒ Approved ☐ Disapproved	Electronic Signature/Date: MICHELLE G BRUNE Digitally signed by MICHELLE G BRUNE Date: 2023.12.11 07:56:12 -05'00'
Acquisition Policy and Oversight (AAP) Director Endorsement:	☒ Approved ☐ Disapproved	Electronic Signature/Date: JAKE LENO LEWIS Digitally signed by JAKE LENO LEWIS Date: 2023.12.11 08:25:38 -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: 24-11		Date Received: 12/07/23
CR Title: AMS Policy 3.13.2.1 - Remove reference to AGC-500 Branch		
Summary of Change: Administrative changes to remove references to a branch within AGC Acquisition and Fiscal Law division that do not exist after recent reorganizations.		
Reason for Change: The Assistant Chief Counsel, Acquisition and Fiscal Law Division, no longer has a specific branch called the "Field Operations, Acquisitions and Real Property branch," so the existing policy reference to that branch is removed and the policy instead refers to the AGC division as a whole.		
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: AAP-100, AGC-500		Target Audience: Acquisition Workforce
ASAG Briefing: (To be completed by secretariat) Date:		ASAG Responsibilities: None.
AEB Briefing: (To be completed by secretariat) 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.	Policy
Section/Text Location: AMS Policy 3.13.2.1	Links: https://fast.faa.gov/docs/acquisitionManagementPolicy/AcquisitionManagementPolicy3.13.pdf
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: AcquisitionManagementPolicy3.13 redline AcquisitionManagementPolicy3.13 final	Other Files: N/A.

Acquisition Management Policy - (~~10/2023~~1/2024)

3.13 Other Administrative Matters

3.13.1 Applicability

3.13.1.1 Plain Language Added 7/2006

3.13.2 Policy

3.13.2.1 AMS Contract Clauses and Provisions Revised ~~9/2020~~1/2024

3.13.2.2 Reserved

3.13.2.2.1 Reserved

3.13.2.2.2 Reserved

3.13.3 Reserved Revised 7/2013

3.13.4 Contract Data Reporting

3.13.5 Congressional Notification of Contract Awards Revised 9/2020

3.13.6 Seat Belt Use by Contractor Employees

3.13 Other Administrative Matters

3.13.1 Applicability

This section is applicable to all screening information requests and contracts.

3.13.1.1 Plain Language **Added 7/2006**

When the statement of work for a contract requires the contractor to deliver any document that will be published, either electronically or in hard copy, for dissemination outside the FAA, or for broad dissemination within the FAA, the document must comply with FAA Order 1000.36, "FAA Writing Standards."

3.13.2 Policy

3.13.2.1 AMS Contract Clauses and Provisions **Revised 9/20201/2024**

AMS clauses and provisions used in screening information requests and contracts must be consistent with the procurement guidance and clause prescriptions, unless there is an approved rational basis for adopting a different approach.

For supplies, services, and construction contracts, the Assistant Chief ~~Counsel's office (Counsel, Acquisition & Fiscal Law) Division~~ and the Chief of the Contracting Office (COCO) must approve in advance each rational basis determination regarding the use or tailoring of a mandatory clause or provision.

For real property contracts, ~~Field Operations, Acquisitions and Real Property branch (the Assistant Chief Counsel, Acquisition & Fiscal Law) counsel Division~~ must approve, in advance, rational basis determinations regarding the use or tailoring of mandatory clauses or provisions. For determinations on mandatory clause use or tailoring that pose significant legal and/or financial risk to the FAA, the Assistant Chief ~~Counsel's office (Counsel, Acquisition & Fiscal Law); Division~~ and the COCO must approve in advance each rational basis determination.

3.13.2.2 Reserved

3.13.2.2.1 Reserved

3.13.2.2.2 Reserved

3.13.3 Reserved **Revised 7/2013**

3.13.4 Contract Data Reporting

The FAA will comply with the uniform reporting requirements of the Federal Procurement Data System.

3.13.5 Congressional Notification of Contract Awards Revised 9/2020

Through the Department of Transportation's Assistant Secretary for Governmental Affairs, the FAA will notify Congress of contract awards and contract modifications. For congressional notification thresholds, see Guidance T3.13.1.

3.13.6 Seat Belt Use by Contractor Employees

The FAA will comply with the requirements of Executive Order 13043 entitled "Increasing Seat Belt Use in the U.S.".
