

	Acquisition Management System Change Request Form	
Change Request Number:	24-18	
Description of the Change:	AMS Procurement Checklists Multiple Admin Changes	
Select the type of Change Request: *Policy changes require FAE endorsement.	Guidance	
Section:	Procurement Checklists	
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: 2023.12.27 08:46:57 -05'00'
Acquisition System Advisory Group (ASAG) Chairperson Endorsement:	☒ Approved ☐ Disapproved	Electronic Signature/Date: MICHELLE G BRUNE Digitally signed by MICHELLE G BRUNE Date: 2023.12.28 10:03:07 -05'00'
Acquisition Policy and Oversight (AAP) Director Endorsement:	☒ Approved ☐ Disapproved	Electronic Signature/Date: JAKE LENO LEWIS Digitally signed by JAKE LENO LEWIS Date: 2023.12.28 10:32:12 -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: 24-18

Date Received: 12/27/23

CR Title: AMS Procurement Checklists Multiple Admin Changes

Summary of Change: Numerous See Attachment "AMS CR Procurement Checklists Document.pdf"

Reason for Change: Numerous See Attachment "AMS CR Procurement Checklists Document.pdf"

Initiator Contact
Information:Name:
Monica RheinhardtPhone:
202-267-3642Initiator Organization Name:
Procurement & Real Estate PoRouting Code:
AAP-110ASAG Member
Contact
Information:Name:
Monica RheinhardtPhone:
202-267-3642Development, Review,
and Concurrence: AAP-110Target Audience: FAA Acquisition Workforce and Program
Office Personnel

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 Checklists

Section/Text Location:

Procurement Checklists

Links:

AMS Link:

https://fast.faa.gov/PPG_Procurement_Checklists.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:

Blanket Purchase Agreement Checklist
PurchaseOrder_GSA_FSS_Order_File_Checklist
DeliveryOrder_Task_Order_BPA_Call_Checklist
Construction_Contract_File_Checklist

Other Files:

AMS CR Procurement Checklists Document.pdf