



ACQ
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Acquisition Management System Change Request Form

Change Request Number:
(To be completed by secretariat)

24-51

Description of the Change:

Addition of Section 508 Checklist to Procurement Checklist

Select the type of Change Request:

*Policy changes require FAE endorsement.

Guidance

Section(s) impacted by CR:

AMS Procurement Policy & Guidance - Procurement Checklists

PART 1: ENDORSEMENTS

**Manager, Acquisition Policy Branch
Endorsement:**

AAP-110, Procurement Policy Branch



Approved



Disapproved

Electronic Signature/Date:

**ZACHARY LEE
SPENCER** Digitally signed by
ZACHARY LEE SPENCER
Date: 2024.05.16 11:17:59
-04'00'

**Acquisition System Advisory Group
(ASAG) Chairperson Endorsement:**



Approved



Disapproved

Electronic Signature/Date:

**MICHELLE
G BRUNE** Digitally signed by
MICHELLE G BRUNE
Date: 2024.05.31
15:34:37 -04'00'

**Acquisition Policy and Oversight (AAP)
Director Endorsement:**



Approved



Disapproved

Electronic Signature/Date:

**JAKE LENO
LEWIS** Digitally signed by
JAKE LENO LEWIS
Date: 2024.05.31
15:46:06 -04'00'

**FAA Acquisition Executive (FAE)
Endorsement:**

*Only required for Policy Changes



Approved



Disapproved

Electronic Signature/Date:

PART 2: GENERAL INFORMATION

Change Request (CR) Number: 24-51		Date Received: (To be completed by secretariat) 5/16/24
CR Title: Procurement Checklist - Add Section 508 Checklist		
Summary and Reason for Change:		This change adds the Section 508 Checklist on the FAST webpage within Procurement Tools & Resources under Procurement Checklists. In the April 2023 AMS Update, CR# 23-60 deleted the Section 508 Checklist contained in Appendix H within AMS Guidance T3.2.2.3 and CR #23-41 incorporated Section
Initiator Contact Information:	Name: Erica Conley	Phone: 202-267-7387
	Organization Name: Procurement Policy Branch	Routing Code: AAP-110
ASAG Member Contact Information	Name: Zachary Spencer	Phone: 571-999-5217
Development, Review, and Concurrence: AAP-110		Target Audience: FAA Acquisition Workforce
ASAG Briefing: ☐ YES ☒ NO (To be completed by secretariat) Date:		ASAG Responsibilities: None.
AEB Briefing: ☐ YES ☒ NO (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.	Procurement Tools & Resources Procurement Checklists	
Validation of other impacted FAST locations: ☒ I confirm I have validated all other portions of the website and will submit additional CR's for any other impacted sections as necessary.		
Section/Text Location: AMS Procurement Policy & Guidance - Procurement Checklists	Links: 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: Section 508 Checklist.pdf	Other Files: Powerpoint: "Section 508 Checklist- webpage revision"- indicates corresponding revisions to FAST webpage MS Word: "REVISED PAGE- Procurement Checklist"- depicts what the FAST webpage revised with changes.	