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Acquisition Management System Change Request Form

Change Request Number: (To be completed by secretariat)	24-53
Description of the Change:	Adding language to the Baseline Change Decision Business Case Template to expound upon the need for a root-cause analysis. Addresses GAO Report# 24-10524 Rec 3
Select the type of Change Request: *Policy changes require FAE endorsement.	Guidance
Section(s) impacted by CR:	AMS Building Blocks, Acquisition Planning & Control Documents - Toolkit

PART 1: ENDORSEMENTS

Manager, Acquisition Policy Branch Endorsement: AAP-130, Lifecycle Acquisition Branch	☒ Approved ☐ Disapproved	Electronic Signature/Date: IRENE R LANGWEIL Digitally signed by IRENE R LANGWEIL Date: 2024.05.30 11:13:41 -04'00'
Acquisition System Advisory Group (ASAG) Chairperson Endorsement:	☒ Approved ☐ Disapproved	Electronic Signature/Date: MICHELLE G BRUNE Digitally signed by MICHELLE G BRUNE Date: 2024.06.03 08:31:53 -04'00'
Acquisition Policy and Oversight (AAP) Director Endorsement:	☒ Approved ☐ Disapproved	Electronic Signature/Date: JAKE LENO LEWIS Digitally signed by JAKE LENO LEWIS Date: 2024.06.03 09:43:51 -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: 24-53		Date Received: (To be completed by secretariat) 5/20/24
CR Title: Updates to Business Case Template		
Summary and Reason for Change:		To add language to the Baseline Change Decision Business Case Template to expound upon the need for a root-cause analysis. The change is based on DOT IG Report #23A3004A000 & GAO Report# 24-10524 Rec 3 dated Nov 23, 2023.
Initiator Contact Information:	Name: Jordan Mechanic	Phone: 202-267-0133
	Organization Name: Manager, Business Case Group	Routing Code: AFI-100
ASAG Member Contact Information	Name: Jordan Mechanic	Phone: 202-267-0133
Development, Review, and Concurrence: AFI-100/AAP-130/100 ASAG Members		Target Audience: FAA Acquisition Workforce
ASAG Briefing: ☒ YES ☐ NO (To be completed by secretariat) Date: 5/21/24		ASAG Responsibilities: Review/Comment. ASAG Approved on 5/28/24.
AEB Briefing: ☒ YES ☐ NO (To be completed by secretariat) Date: 8/15/24		AEB Responsibilities: AMS Changes Briefing - Awareness Planned to be presented at the 8/15/24 AEB Meeting.

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.	Other Tools & Resources	
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 Building Blocks, Acquisition Planning & Control Documents-Toolkit	Links: https://fast.faa.gov/AMSBB_Acquisition_Planning_ControlDocs.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: Redline & final documents.	Other Files: N/A.	