



ACQ
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Acquisition Management System Change Request Form

Change Request Number:
(To be completed by secretariat)

24-54

Description of the Change:

Update to Execution Plan Template. The change request was based on GAO-24-105254 Recommendation #3.

Select the type of Change Request:

*Policy changes require FAE endorsement.

Guidance

Section(s) impacted by CR:

Acquisition Planning & Control Documents/ Toolkit - Execution Plan

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: 2024.06.03 05:38:55 -04'00'

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



Approved



Disapproved

Electronic Signature/Date:

**MICHELLE
G BRUNE**

Digitally signed by
MICHELLE G BRUNE

Date: 2024.06.09
18:48:18 -04'00'

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



Approved



Disapproved

Electronic Signature/Date:

**JAKE LENO
LEWIS**

Digitally signed by
JAKE LENO LEWIS

Date: 2024.06.10
08:53:49 -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: 24-54		Date Received: (To be completed by secretariat) 5/20/24
CR Title: Execution Plan (EP) Templates Update		
Summary and Reason for Change:		The current EP Template lacked guidance on TRP EP updates and information need for Facility Program ACAT. The change is based on a formal response and closeout of Government Accountability Office (GAO) recommendation. GAO-24-105254 Recommendation #3
Initiator Contact Information:	Name: Jessica Navarrete/ Kristine Brown	Phone: 202-267-7115
	Organization Name: Capital Program Formulation Branch	Routing Code: ABP-310
ASAG Member Contact Information	Name: Jordan Mechanic	Phone: 202-267-0133
Development, Review, and Concurrence: ABA/AAP-100/130 ASAG Members		Target Audience: Acquisition Program Offices and Investment Analysis Stakeholders
ASAG Briefing: ☒ YES ☐ NO (To be completed by secretariat) Date: 5/21/24		ASAG Responsibilities: Review and Comment. ASAG approved on May 28.
AEB Briefing: ☒ YES ☐ NO (To be completed by secretariat) Date: 8/15/24		AEB Responsibilities: AMS Changes Briefing - Awareness To be presented to the AEB on 8/15/24.

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: Acquisition Planning & Control Documents/ Toolkit - Execution Plan		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: Execution Plan redline and clean version. PowerPoint Briefing.		Other Files: N/A.	