



Acquisition Management System Change Request Form

Change Request Number: (To be completed by secretariat)	24-55	
Description of the Change:	Acquisition Baseline Management & Acquisition Program Reporting SOP Update	
Select the type of Change Request: *Policy changes require FAE endorsement.	Guidance	
Section(s) impacted by CR:	Measurement & Analysis/ Toolkit - Acquisition Baseline Management & Acquisition Program Reporting SOP	
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 05:43:03 -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 19:10:44 -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 09:07:00 -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: 24-55		Date Received: (To be completed by secretariat)	5/20/24
CR Title: Acquisition Baseline Management & Acquisition Program Reporting SOP Update			
Summary and Reason for Change:		The Baseline Management SOP was updated to capture the GAO recommendation to add language to describe the need for a root cause analysis. Metrics and Variance drivers were also not up to date.	
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: ABP/AAP-130/100 ASAG Members		Target Audience: Acquisition Program Offices and Investment Analysis sSakeholders	
ASAG Briefing: ☒ YES ☐ NO (To be completed by secretariat) Date: 5/21/24		ASAG Responsibilities: Review and Comment.	
AEB Briefing: ☒ YES ☐ NO (To be completed by secretariat) Date: 8/15/24		AEB Responsibilities: AMS Changes Briefing - Awareness.	

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: Measurement & Analysis/ Toolkit - Acquisition Baseline Management & Acquisition Program	Links: https://fast.faa.gov/AMSBB_Measurement_Analysis.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: Baseline Management SOP redline and final documents.	Other Files: N/A.		