



Acquisition Management System Change Request Form

Change Request Number: (To be completed by secretariat)	24-62	
Description of the Change:	The change is based on FAA's response to OIG Audit Report ZA2024019 Recommendation #2. The change address OIG Audit Report by revising IGCE Samples 1 and 2. Added a statement and signature line for the IGCE preparer to acknowledge that the IGCE was developed independently and	
Select the type of Change Request: *Policy changes require FAE endorsement.	Guidance	
Section(s) impacted by CR:	Procurement Tools & Resources Procurement Samples	
PART 1: ENDORSEMENTS		
Manager, Acquisition Policy Branch Endorsement: AAP-110, Procurement Policy Branch	☒ Approved ☐ Disapproved	Electronic Signature/Date: STEPHEN BRENDAN MANGAN Digitally signed by STEPHEN BRENDAN MANGAN Date: 2024.06.20 15:56:11 -05'00'
Acquisition System Advisory Group (ASAG) Chairperson Endorsement:	☒ Approved ☐ Disapproved	Electronic Signature/Date: MICHELLE G BRUNE Digitally signed by MICHELLE G BRUNE Date: 2024.06.23 18:45:32 -04'00'
Acquisition Policy and Oversight (AAP) Director Endorsement:	☒ Approved ☐ Disapproved	Electronic Signature/Date: JAKE LENO LEWIS Digitally signed by JAKE LENO LEWIS Date: 2024.06.29 09:02:22 -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: 24-62		Date Received: (To be completed by secretariat) 6/21/24
CR Title: Procurement Samples - Revise IGCE Samples 1 and 2		
Summary and Reason for Change:		This change revises IGCE Samples 1 and 2. Adds a statement and signature line for the IGCE preparer to acknowledge that the IGCE was developed independently and in accordance with the requirements provided at AMS Guidance T3.2.3A.2. This correlates to the FAA's response for OIG Audit Report
Initiator Contact Information:	Name: Erica M. Conley	Phone: 202-267-7387
	Organization Name: Procurement Policy Branch	Routing Code: AAP-110
ASAG Member Contact Information	Name: Stephen Mangan	Phone: 405-954-4137
Development, Review, and Concurrence: AAP-110, AAQ, AGC		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 Samples	
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: Procurement Samples	Links: https://fast.faa.gov/PPG_Procurement_Samples.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: igcesample1 igcesample2	Other Files: Powerpoint: "IGCE Samples 1 and 2 - webpage revision"- indicates corresponding revisions to FAST web-page	