Reset Form

ACQ WE GET IT	# Acquisition Management System Change Request Form
Change Request Number: (To be completed by secretariat)	24-69
Description of the Change:	Remove Test & Evaluation Plan as Official AMS Acquisition Planning & Control document. In January 2023, as part of the FAST Update the Test and Evaluation Master Test Plan (TEMP) was implemented and became an Acquisition Planning and Control Document (APCD). Which, it is an error.
Select the type of Change Request: *Policy changes require FAE endorsement.	Policy
Section(s) impacted by CR:	AMS Policy Appendix B

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: 2024.06.24 09:54:25 -04'00'
Acquisition System Advisory Group (ASAG) Chairperson Endorsement:	(●) Approved ( ) Disapproved	Electronic Signature/Date: IRENE R LANGWEIL Digitally signed by IRENE R LANGWEIL Date: 2024.07.08 07:29:00 -04'00'
Acquisition Policy and Oversight (AAP) Director Endorsement:	(●) Approved ( ) Disapproved	Electronic Signature/Date: JAKE LENO LEWIS Digitally signed by JAKE LENO LEWIS Date: 2024.07.08 08:58:08 -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: 24-69		Date Received: (To be completed by secretariat)	6/24/24
CR Title: Remove TEMP as Official AMS Acquisition Planning and Control document			
Summary and Reason for Change:	Test and Evaluation Planning document is not an APCD.		
Initiator Contact Information:	Name: David Williams	Phone: 202-267-8051	
	Organization Name: Lifecycle Acuisition Policy	Routing Code: AAP-130	
ASAG Member Contact Information	Name: Irene Langweil	Phone: 202-267-3338	
Development, Review, and Concurrence: AAP-200/130		Target Audience: All Acquisition Practitioners	
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.	Policy
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 Policy Appendix B	Links: https://fast.faa.gov/docs/acquisitionManagementPolicy/AcquisitionManagementPolicyAppendixB.pdf
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 and final.	Other Files: N/A.

Appendix B: Acquisition Planning and Control Documents Revised ~~1/2023~~7/2024

- Acquisition Program Baseline Revised 7/2023
- Execution Plan Revised 7/2023
- Program Requirements Document Revised 1/2023
- Business Case Revised 10/2012
- Implementation Strategy and Planning Document Revised 1/2023
- Program Management Plan Added 1/2015
- ~~Test and Evaluation Master Plan Added 1/2023~~

Appendix B: Acquisition Planning and Control Documents **Revised ~~1/2023~~7/2024**

AMS Policy Section 1.2.5, as well as the ACAT table, provide guidance and direction for the use of acquisition categories in the FAA acquisition process. These categories ensure the appropriate level of oversight and documentation requirements are applied to each FAA investment program.

This appendix contains the purpose, approval authority, distribution, and content for AMS planning and control documents. This list contains only AMS planning and control documents. For a complete list of required artifacts for each ACAT and AMS phase/decision point, refer to the JRC checklist.

The documents are:

- Acquisition program baseline or execution plan
- Program requirements document
- Business case
- Implementation strategy and planning document
- Program Management Plan
- ~~Test and evaluation master plan~~

These documents are structured as an integrated set with clear progression and traceability from service need to requirements to implementation strategy to actions and work activities. Template instructions are comprehensive in scope to accommodate complex investment programs. They are tailored to be appropriate for each specific investment program.

Acquisition Program Baseline **Revised 7/2023**

PURPOSE
The Acquisition Program Baseline (APB) establishes the cost, schedule, and performance parameters within which the program is authorized. It is a formal document approved by the JRC at the Final Investment Decision (FID) and is the implementation contract between the FAA and the service organization acquiring an approved product or service. It is the APB that is used for FAA acquisition baseline variance measurement, internal variance reporting, US Code §40121 compliance reporting and annual Congressional reporting.

APPROVAL
The chair of the investment decision authority approves the acquisition program baseline with the concurrence of other IDA members.

DISTRIBUTION
Send an electronic copy of the acquisition program baseline and updates to the JRC executive secretariat before a decision meeting per instructions in the JRC secretariat quick-start guide. The JRC executive secretariat maintains a database of all acquisition program baselines.

CONTENT
The acquisition program baseline consists of a cost baseline, schedule baseline, and performance

baseline. Content is defined in the APB template.

Execution Plan Revised 7/2023

PURPOSE

The Execution Plan (EP) establishes the cost, schedule, and performance parameters within which the program is authorized. It is a formal document approved by the JRC at the Investment Decision and is the implementation contract between the FAA and the service organization acquiring an approved product or service. EPs are used for FAA acquisition baseline variance measurement and internal variance reporting (when applicable). Execution plans are not subject to US Code §40121 reporting requirements.

APPROVAL

The chair of the investment decision authority approves the Execution Plan with the concurrence of other IDA members.

DISTRIBUTION

Send an electronic copy of the execution plan and updates to the JRC executive secretariat before a decision meeting per instructions in the JRC secretariat quick-start guide. The JRC executive secretariat maintains a database of all Execution plans.

CONTENT

The execution plan consists of a cost baseline, schedule baseline, and performance baseline. Content is defined in the execution plan templates.

Program Requirements Document Revised 1/2023

PURPOSE

The program requirements document establishes the operational framework and performance baseline for an investment program. It is the basis for evaluating the readiness of products and services of an investment program to become operational.

APPROVAL

Within the ATO, the Vice Presidents of the organization executing the investment program during solution implementation and the operating organization approve the program requirements document. Within the other lines of business, the second-level executive of the organization executing the program in solution implementation approves the program requirements document.

DISTRIBUTION

Send an electronic copy of the program requirements document and updates to the JRC executive secretariat before a decision meeting per instructions in the JRC secretariat quick-start guide. The JRC executive secretariat maintains a database of all program requirements documents.

CONTENT

At the readiness for investment analysis decision, the program requirements document defines preliminary functional and performance requirements any potential solution to mission need must satisfy. At the final investment decision, the program requirements document defines exactly the operational concept and requirements the investment program must achieve as well as a test approach to assess system readiness and suitability.

The author must use the program requirements document template in FAST and must provide information for all sections. For sections that do not apply, the author so indicates.

Business Case Revised 10/2012

PURPOSE
The business case summarizes cost, schedule, and benefit information for each alternative solution to mission need for use by the investment decision authority when making initial and final investment decisions.

APPROVAL
The Vice President (ATO) or Director (non-ATO) of the implementing service organization approves the business case. Designated ACAT reviewers review and sign the business case.

DISTRIBUTION
Send an electronic copy of the business case and updates to the JRC executive secretariat before a decision meeting per instructions in the JRC secretariat quick-start guide. The JRC executive secretariat maintains a database of all business cases.

CONTENT
The business case synopsizes the results of investment analysis. At the initial investment decision, it describes alternatives, assumptions, and constraints, and provides full lifecycle cost estimates, benefit estimates, schedule analysis, risk analysis, and economic analysis for each alternative. At the final investment decision, it updates this information and records full lifecycle information for the alternative selected for implementation.

The author must use the business case template in FAST and must provide information for all sections.

Implementation Strategy and Planning Document Revised 1/2023

PURPOSE
The implementation strategy and planning document (ISPD) provides the investment decision authority a summary characterization of the plans for solution implementation and in-service management of the proposed investment. It conveys the most critical, relevant, and meaningful information to support decision-making. More detailed and comprehensive plans are generated as part of acquisition best-practices at appropriate event-driven milestones, some of which occur before the final investment decision and some afterward. An initial ISPD is required for the initial investment decision covering specific sections identified in the ISPD template. A complete ISPD is required for a final investment decision. After the final investment decision, the ISPD is modified only if the program returns to the investment decision authority for a

change to the investment decision and information needs to be modified.

APPROVAL
The ISPD is submitted for approval by the first level executive of the organization that will execute the program in solution implementation. Within ATO, the ISPD is approved by the Vice President of the organization that will execute the program and by the Chief Operating Officer/Deputy Chief Operating Officer. Outside ATO, the ISPD is approved by the second-level executive of the organization that will execute the program. Certain sections of the ISPD are reviewed and approved by specific executives, as follows:

Section 2: Director, Acquisition and Contracting; and Director, Financial Analysis;

Sections 5, 6 and 10: ATO Vice President for Technical Operations, (NAS and Mission Support programs) and Director, AIT Infrastructure & Operations, (Mission Support programs);

Sections 1, 4 and 5: Director of NextGen Engineering Services (NAS programs); Director, AIT Strategy & Performance Service (Mission Support programs)

Sections 6.7, 7.1, 9.2 and 10.2: Vice President, Safety and Technical Training; Director, William J. Hughes Technical Center.

The organization executing the program in solution implementation obtains the required approvals before the investment decision with the exception of Joint Resource Council members, which are obtained at the time of the JRC decision by the JRC executive secretariat. The JRC Chairperson signs the ISPD on behalf of the JRC members concurrent with the investment decision.

DISTRIBUTION
Send an electronic copy of the ISPD to the JRC executive secretariat before an initial or final investment decision. The JRC executive secretariat maintains a database of all ISPDs.

CONTENT
The originating office uses the ISPD template in FAST to generate the document. For sections that do not apply to the investment program, the originating office so indicates.

Program Management Plan Added 1/2015

PURPOSE

The program management plan (PMP) defines how the service organization or program office will manage the implementation strategy recorded in the ISPD approved by the Joint Resources Council at the final investment decision. The intent is to ensure: (1) the full scope of program implementation is understood and planned, and (2) agreements are established with key support organizations (e.g., logistics, test, information security, safety, systems engineering) that must provide resources or otherwise contribute to successful program implementation. Do not repeat the implementation strategy recorded in the implementation strategy and planning document – explain how you will manage the execution of that strategy.

A revision to the PMP occurs in the event of a baseline change decision that affects the implementation strategy significantly or when human resource needs change substantially as the program progresses through solution implementation.

APPROVAL

The program management plan is circulated for review with the implementation strategy and planning document. It is approved by the Director of the service organization assigned responsibility for implementing the investment program after concurrence by all key stakeholders through a formal review cycle. Key stakeholders are those organizations that have a vested interest in the operational assets to be provided by the investment program, as well as those organizations that must support the implementing service organization or program office to achieve successful implementation and operational use.

DISTRIBUTION

Send an electronic copy of the approved program management plan to the JRC executive secretariat before the final investment decision. Send an electronic copy of all approved revised PMPs to the JRC executive secretariat as well. The JRC executive secretariat maintains a database of all approved PMPs and revisions.

CONTENT

Use the PMP template in FAST to prepare the document. Scope and detail should be commensurate with the complexity of the investment program. Be succinct and complete. Quality is preferred over length.

~~**Test and Evaluation Master Plan Added 1/2023**~~

~~The Test and Evaluation Master Plan (TEMP) forms the basis for achieving a well-structured and efficient test program. It is the primary test management document for the investment program throughout its lifecycle that addresses the PRD and supports the ISPD.~~

~~**APPROVAL**~~

~~The JRC Stakeholder for T&E approves all TEMPs. The Director of the Test Service Organization (or equivalent), the Program Manager, the T&E Division Manager, the T&E First-Line Supervisor, Program Test Director(s) approve the TEMP prior to JRC submittal.~~

~~**DISTRIBUTION**~~

~~Send an electronic copy of the TEMP and updates to the JRC executive secretariat before a decision meeting per instructions in the JRC secretariat quick-start guide. The JRC executive secretariat maintains a database of all TEMPs.~~

~~**CONTENT**~~

~~Prior to the initial investment decision, the TEMP is updated to a preliminary state. At the final investment decision, the TEMP is updated to the initial state and defines the test strategy, methodology, and approach for DT and OT. A final TEMP is delivered after final investment decision and prior to the start of testing. The final TEMP is a living document that may be revised as needed during solution implementation.~~