



Acquisition Management System Change Request Form

Change Request Number:

(To be completed by secretariat)

25-03

Title:

Procurement Samples-CFO Requirements-Removal of three samples, replace with two new samples

Select the type of Change Request:

*Policy changes require FAE endorsement.

Guidance

Impacted AMS Category. Choose from drop down selections. If additional categories or sections are impacted, submit a separate CR form for each.

Section(s) impacted by CR:

Category

Procurement Tools & Resources

Procurement Samples

Procurement Samples (1. Chief Financial Officer (CFO) Approval Requirements - SCRB Phase I, 2. Chief Financial Officer (CFO) Approval Requirements - SCRB Phase II and 3. Chief Financial Officer (CFO) Approval Requirements - Nonsupport Service Procurements)

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: 2025.01.10 09:27:54
-06'00'

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



Approved



Disapproved

Electronic Signature/Date:

**MICHELLE
G BRUNE**

Digitally signed by
MICHELLE G BRUNE
Date: 2025.01.10
12:40:27 -05'00'

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



Approved



Disapproved

Electronic Signature/Date:

**JAKE LENO
LEWIS**

Digitally signed by
JAKE LENO LEWIS
Date: 2025.01.10
17:29:17 -05'00'

**FAA Acquisition Executive (FAE)
Endorsement:**

*Only required for Policy Changes



Approved



Disapproved

Electronic Signature/Date:

PART 2: GENERAL INFORMATION

Change Request (CR) Number: 25-03

Date Received: 1/10/25
(To be completed by secretariat)Summary
and Reason
for Change:

This purpose of this change is to remove and consolidate three procurement samples:

1. Chief Financial Officer (CFO) Approval Requirements - SCRB Phase I,
2. Chief Financial Officer (CFO) Approval Requirements - SCRB Phase II; and
3. Chief Financial Officer (CFO) Approval Requirements - Nonsupport Service Procurements

into two new samples:

1. CFO Package Signature Page and Requirements Form - Ceiling Increase and
2. CFO Package Signature Page and Requirements Form - New or Follow-On.

These changes were made to correlate with corresponding changes being made to T3.2.1.4 "CFO Requirements" which eliminated SCRB Phase I.

Initiator Contact Information:

Name:

Tiffany Smith

Phone:

(973) 803-3406

Organization Name:

Office of Invest. Planning and Analysis, Acq. Over.

Routing Code:

AFI-500

ASAG Member Contact
Information

Name:

Stephen Mangan

Phone:

(405) 954-4137

Development, Review, and Concurrence:

AAP, AFI-500, CFO, 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



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 Tools & Resources-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.



This is new content.

Attachments:

CFO Package Signature Page and Requirements Form_Ceiling Increase_FINAL

CFO Package Signature Page and Requirements Form_New or Follow On_FINAL

Other Files:

N/A.