



Acquisition Management System Change Request Form

Change Request Number:
(To be completed by secretariat)

25-14

Description of the Change:

AMS Procurement Forms Validation- Oct. 2024
Update 18 Procurement Forms in accordance with FAA Order 1330.1.

Select the type of Change Request:

*Policy changes require FAE endorsement.

Guidance

Section(s) impacted by CR:

Procurement Tools & Resources > Procurement Forms

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: 2024.09.26 08:10:07
-05'00'

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



Approved



Disapproved

Electronic Signature/Date:

**MICHELLE
G BRUNE**

Digitally signed by
MICHELLE G BRUNE
Date: 2024.09.26
15:08:27 -04'00'

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



Approved



Disapproved

Electronic Signature/Date:

**JAKE LENO
LEWIS**

Digitally signed by
JAKE LENO LEWIS
Date: 2024.09.30
10:43:03 -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: 25-14		Date Received: (To be completed by secretariat) 9/26/24
CR Title: AMS Procurement Forms- FAA Forms Revisions		
Summary and Reason for Change:		In collaboration with the FAA Forms office, the change updates 18 procurement forms listed below and described on the attached (Forms Validation- OCT 2024 Complete Listing of Actions.xlsx).
Initiator Contact Information:	Name: Stacie Huelsbeck	Phone: 404-305-5807
	Organization Name: Procurement Policy	Routing Code: AAP-110
ASAG Member Contact Information	Name: Stephen Mangan	Phone: 405-954-4137
Development, Review, and Concurrence: AAP & FAA FORMS OFFICE AFN Directives & Forms Management Officer (DMO/FMO) Policy and Administration (ASP-110) Office of Information and Technology (OIT)		Target Audience: 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 Forms	
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: See attached PowerPoint file for details	Links: https://fast.faa.gov/PPG_Procurement_Forms.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: October 2024 CR- Procurement Forms Validation.ppt 4400-45_Contract_Pricing_Summary 10.24.pdf 4400-67_SurveyOfContractorFinancialCapabiliy 10.24.pdf	Other Files: Forms Validation- OCT 2024 Complete Listing of Actions.xlsx	