



ACQ
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Acquisition Management System Change Request Form

Change Request Number: (To be completed by secretariat)	25-19	
Description of the Change:	IGCE Handbook Administrative Updates (Remove and Replace)	
Select the type of Change Request: *Policy changes require FAE endorsement.	Guidance	
Section(s) impacted by CR:	Procurement Tools & Resources-Procurement Guides and Handbooks-IGCE Handbook	
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: 2024.10.02 13:54:10 -05'00'
Acquisition System Advisory Group (ASAG) Chairperson Endorsement:	☒ Approved ☐ Disapproved	Electronic Signature/Date: STEPHEN BRENDAN MANGAN  Digitally signed by STEPHEN BRENDAN MANGAN Date: 2024.10.02 15:43:54 -05'00'
Acquisition Policy and Oversight (AAP) Director Endorsement:	☒ Approved ☐ Disapproved	Electronic Signature/Date: JAKE LENO LEWIS  Digitally signed by JAKE LENO LEWIS Date: 2024.10.03 17:29:51 -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: 25-19		Date Received: (To be completed by secretariat)	10/2/24
CR Title: IGCE Handbook Administrative Updates			
Summary and Reason for Change:		This (remove and replace) update to the IGCE Handbook (in coordination with AAP-500) makes the following administrative revisions: 1) The reference to the dollar threshold that triggers a requirement for an IGCE is	
Initiator Contact Information:	Name: Dan DeNicolò	Phone: 856-889-6383	
	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, AAP-500		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 Guides & Handbooks		
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 Guides and Handbooks	Links: https://fast.faa.gov/PPG_Guides.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: IGCEHandbook redline IGCEHandbook final	Other Files: N/A.		